

WALTON LEDALE
HIGH SCHOOL



Medical Officer

Application pack



Medical Officer

Welcome to Walton-le-Dale.

Thank you for your interest in the post of Medical Officer at Walton-le-Dale. I am delighted that you are considering joining our school and becoming part of a community that truly values its staff and students.

Walton-le-Dale is a smaller secondary school, and this gives us a distinctive and welcoming atmosphere. Visitors often comment on the warmth and friendliness of the school, and it's something we take great pride in. Our size allows us to know our students well as individuals and to tailor our support to meet their unique needs. This approach is central to our ethos, and we are proud to hold Flagship status for the Inclusion Mark, a recognition we have maintained since 2008.

Our student-centred philosophy underpins everything we do. While academic achievement is vital, we believe that education should also help young people develop into confident, responsible, and compassionate individuals. Strong relationships are at the heart of our school community, and it is through these relationships that we help our students achieve their best, both in and beyond the classroom.

Our students come from a wide-ranging catchment area, including Blackburn, Preston, and surrounding localities. As a truly comprehensive school, we welcome students from diverse backgrounds and abilities. The school's strength lies in its people. Across all areas of the school, from teachers to pastoral staff, and from learning support to administration, you will find a team that is collaborative, compassionate, and committed to excellence. Sharing expertise and working together is a hallmark of our approach, and individual professional development is highly valued. We believe that when our staff are supported to grow and succeed, our students benefit immensely.

As the newly appointed Headteacher, I have been struck by the warm and supportive nature of both staff and students. Walton-le-Dale truly feels like a family. This is a school with enormous potential, and I am excited about the journey ahead as we continue to build on our strengths.

We are now looking for a passionate and dynamic Medical Officer to join us in shaping the next chapter of our school's success. If you have the energy, vision, and determination to make a real difference, I would love to hear from you.

If you would like to hear further from our staff at Walton-le-dale as to why you should join our team, I would urge you to view our recruitment video on <https://wldhigh.co.uk/about-us/staff-recruitment>.

Thank you once again for your interest, and I look forward to receiving your application.

Warm regards,

Paul Lamoury
Headteacher



Medical Officer



Dear Candidate,

Thank you for showing an interest in this vacancy at Walton-le-Dale High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is the founder school in our trust, which opened in February 2023. Balshaw Lane Primary School and Highfield Community Primary School joined us at Easter 2024 and Walton-le-Dale High School joined on 1st June 2024. We are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes well-being initiatives
- opportunities to participate in extracurricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Staff at Walton-le-Dale High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays.

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,

Steve Mitchell
Chief Executive Officer



Medical Officer Required: ASAP

REPORTING TO: Deputy Headteacher
CLOSING DATE: Thursday 10th July 2025 at 12 noon
INTERVIEW DATE: Thursday 17th July 2025
SALARY: £25, 183 - £27, 269 Grade 5 points 6-11 – PRO RATA (£17, 265 - £18, 695)
Term time only
30hours a week (08:30 – 15:30)

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. To make the best provision for our students we recruit and develop exceptional staff.

The successful candidate will:

The successful candidate will: provide medical and welfare support to the students and staff throughout the school day and be in charge of administering front-line first aid, co-ordinating immunisations and maintaining all administrative tasks related to school's medical support.

Why work at Walton-le-Dale?

Everyone who applies to work with us does so because of the ethos of the school. We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

In addition, you will...

- Be highly emotionally intelligent and empathetic, demonstrating genuine care for each individual while holding themselves and others to the highest possible standards.
- Show initiative and independence in their work, proactively identifying and resolving issues to support the smooth running of the department.
- Combine commitment, flexibility, integrity, and a strong work ethic with a sense of humour and a healthy work-life balance.
- Work effectively both independently and as part of a collaborative, non-hierarchical team, contributing to a supportive and professional environment.
- Uphold loyalty and confidentiality as a trusted member of the team, while engaging constructively in dialogue to ensure the best outcomes for students and staff.
- Communicate openly, honestly, and transparently with colleagues and students.
- Be intellectually curious and engaged with ideas that improve educational practice and operational efficiency.
- Manage time and workload effectively, using initiative to prioritise and complete a variety of tasks swiftly and efficiently in a dynamic school environment.



Medical Officer

Job Description

POST TITLE:	Medical Officer
RESPONSIBLE TO:	Deputy Headteacher
LINE MANAGEMENT:	N/A
DURATION:	Permanent

Overall Purpose of Post

To assess the medical and welfare needs of students and when necessary, staff, and administer front line first aid.

Specific Responsibilities

Key duties:

- To take charge of the administration of all medicines in school.
- To provide first aid as required.
- Administering medical care to deal with the daily medical needs and with illness, injury, and medical emergencies.
- To assist with medical examinations and assessments as required.
- Coordinate student immunisations, provide venue and organise timetable and collection of forms.
- To promote health education in partnership with teaching and support staff.
- Keep records of incidents/accidents in line with statutory procedures.
- Manage and maintain first aid stock levels throughout the school and order first aid stocks when needed.
- Manage and organise in-school vaccinations (by outside agencies).
- To liaise with HR regarding all accidents.
- To manage and complete risk assessments for pregnant staff and staff returning to work following a period of illness, use of wheelchair and/or crutches and chronic health conditions.
- To take a lead role with relevant outside agencies to promote student wellbeing e.g. diabetic nurses, Child Protection Nurse, Public Health Department etc.
- To ensure that the highest possible standards of clinical procedures are maintained.
- To liaise with parents and medical personnel.
- To work within KCSiE.
- To ensure confidentiality of all medical information.
- Maintain an awareness of the latest First Aid techniques and procedures and willingness to undertake any necessary training in conjunction with this role.
- To contribute to the administrative team as required in order to support smooth running of the organisation.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
- The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS



Medical Officer

Person Specification

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English Language and Mathematics• Willingness to complete further accreditations/qualifications appropriate to the post.• Evidence of professional development in a relevant discipline/skill area to the post	<ul style="list-style-type: none">• First Aid Qualification
Knowledge & Skills	<ul style="list-style-type: none">• High standard of communication (verbal and written).• Polite and effective interpersonal skills.• Competent with common IT systems, e.g. Microsoft Office, SIMS• Time management and planning.• Ability to work flexibly and quickly under pressure.• Ability to work across multiple projects and deadlines.• Ability to follow policies and procedures set by the school and external agencies.	
Experience	<ul style="list-style-type: none">• Work with confidential and/or sensitive materials• Managing other members of staff and students• Establish effective relationships with those working in and with the school• Good knowledge of school policies	<ul style="list-style-type: none">• Work in a school/college or administration environment• Knowledge of first aid in school policies and procedures• Ability to complete detailed reports
Personal Qualities	<ul style="list-style-type: none">• A passion for education and making a difference.• Excellent communicator• Effective team member and leader• Energy, enthusiasm, sense of humour• Ability to motivate self and others.• Willingness to contribute to the wider life of the school.• Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively.• Subscribe to the ethos of the school and go the extra mile in terms of time and commitment to get the very best from their students.• A flexible approach to work to meet the demands of the role.• Understanding and commitment to the school Single Equality Plan	

How to Apply

The application form can be downloaded from the vacancies page of the website: [WLD High](#)

Applications must be completed using this link: [Medical Officer](#)

In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post - maximum 2 sides of A4, size 12 font.

Closing Date: 12noon Thursday 10th July 2025

Interview Date: Thursday 17th July 2025

Please contact Lorraine Hodgson, Headteacher's PA, for any questions regarding this application or to arrange an informal visit, which are welcomed, on recruitment@wldhigh.co.uk.

Walton-le-Dale High School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be subject to online checks and expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.