

Medical Assistant

Term Time Only

Band E, points 4b to 5b (£25,185 - £25,583)

(Actual Pro Rata Salary £21,662 - £22,005)

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principals

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles
Executive Principal

Mrs E Wheller
Associate Principal

Job Advert

We are seeking to appoint a confident, caring and organised person to join our Pastoral team to predominantly provide a quality, effective and efficient first aid and medical support function to the Academy, enabling all students to make as much progress as possible and to develop as confident, well-educated and happy young people. The successful candidate will have strong communication skills and will have had experience of working with and supporting young people.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Medish Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **Thursday 11th December 2025**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Specification	
Post Title	Medical Assistant
Reporting to	School Business Manager
Salary	Term time only Grade E - Point 4b-5b (£25,185-£25,583) FTE (£21,662 - £22,005 pro rata salary)
Location	Grace Academy, Wigston Road, Coventry CV2 2RH
Job Context	Grace Academy Coventry is a secondary Academy with approximately 1,065 students and 130 staff. Grace Academy Coventry has been part of Tove Learning Trust (TLT) since April 2019. The role of Medical Assistant requires a confident, caring and organised person to join our team and predominantly provide a quality, effective and efficient first aid and medical support function to the Academy, enabling all students to make as much progress as possible and to develop as confident, well-educated and happy young people.
Main Duties	Overview • To respond to all requests for First Aid via the Quickcall system • To provide first aid and attend to minor medical needs of students including prompt and accurate assessment, administering of basic treatment, calling for the help from appropriate services and communicating with staff and parents as necessary • To look after students who feel unwell and make necessary arrangements for them to either go home or return to lessons • To log all First Aid incidents and actions taken on the database • To promote a positive attitude towards attendance with students and parents • To assist in the administration of individual Health Care Plans for students with specific medical needs in conjunction with parents and other health care professionals • To complete PEEP forms • To coordinate student vaccinations and liaise with the vaccination teams • To meet with parents and/or health care professionals of students with medical needs and ensure guidance is followed and accurate records are kept • To ensure the medical register is kept up-to-date • To attend Early Help/CIN/CP meetings where appropriate if students have medical needs • To keep staff updated on any new student medical issues/needs.

Specific Duties	First Aid and Medical • To provide a professional and efficient service when dealing with parents, students and other stakeholders • To liaise with emergency services for medical provision as required by delegation of the Appointed Person. • To ensure the correct consent is obtained and logged for administering over the counter medication to students as per parent/carer's instruction. • Assist in the provision and dispensation of medication, as prescribed in the Individual Health Care Plans. • Assisting the Safeguarding Team by reporting instances of concern which come to light through the administering of first aid and administration of Individual Health Care Plans. • Assist in the safe keeping of medication and medical supplies in the Academy and logging of same. • To maintain accident record book with School Business Manager and provide necessary reports. • To carry out monthly stock audits of first aid and medical equipment throughout the Academy and ensure supplies are kept up to date and equipment in good working order, by delegation of the Appointed Person. • Assist in data inputting, production and analysis of reports for Health and Safety meetings. • To assist in entering all student medical information into Bromcom, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips. • Liaising with outside agencies when/where appropriate to improve student health and wellbeing. • Monitor and maintain cleanliness of the first aid rooms. • To provide excellent customer service to all stakeholders via all channels i.e. telephone, written, e-communication, face to face. • Assist team members in any other administrative duties appropriate to the grading of the post as required. • Maintain regular attendance, punctuality, personal appearance and adherence to relevant health and safety procedures. • To attend any necessary training as required.
General Responsibilities	• Supervise students at key times of the day (start/end of school, breaks, lesson changeovers) • Uphold the highest standards of safeguarding and student safety at all times • Comply with school policies, procedures and codes of conduct • Ensure work output is of a high standard and complies with legislation and guidance

	• To undertake any other duties as directed by the Principal and/or Vice Principal. The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed. This job description will be reviewed from time to time as this post develops.
Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.	

Person Specification

	Essential	Desirable
Qualifications / Experience	Recent relevant professional development	First Aid at work or nursing qualification
Key competencies	- Ability to give clear leadership and support regarding medical matters - Ability to think strategically and successfully implement agreed strategies regarding student health - Ability to delegate effectively - Ability to work effectively with staff, students, governors, parents and the community - Ability to liaise with outside agencies - ICT skills - Knowledge of GDPR guidelines and Data Protection Policy	
Personal qualities	- Excellent communication and customer service skills - Prioritising and organisational skills - High levels of drive and energy - High levels of interpersonal skills - Ability to reach and justify difficult decisions when needed - Ability to support, motivate and inspire others - Sense of humour, good listener, positive outlook - Ability to work as part of a team	
Professional knowledge and understanding	- Special educational needs, code of practice (revised) etc. - Child protection issues - Strategies for Academy improvement	