



BRADFIELD COLLEGE

Job Description

Job Title: Healthcare Administration Manager

Reports to: Healthcare Manager

Location: Bradfield College

Department: Medical Centre

Main Duties:

- Act as the first point of contact for Medical Centre telephone and email enquiries, including monitoring and actioning the Medical Centre inbox (including during school holiday periods)
- Manage emergency medical calls appropriately, ensuring swift escalation where required
- Coordinate GP clinics, including diary management (EMIS), daily write-ups, handovers and appointment re-bookings
- Track pupil non-attendance (DNAs) and liaise with Houses as appropriate
- Organise and project manage vaccination programmes in liaison with Berkshire Healthcare NHS Trust Immunisation Nurses, ensuring all documentation and follow-up administration is completed accurately
- Review new pupil medical joining forms (Summer Term intake), update iSAMS medical records (including vaccinations and past medical history), and communicate relevant information to House Nurses to support care planning
- Maintain and reconcile daily medication records and monitor medicine error reporting in collaboration with the Senior Nurse
- Provide administrative support to visiting practitioners including physiotherapy and talking therapies, including parental liaison and appointment coordination
- Coordinate the waiting list and room allocations for external talking therapy providers
- Prepare pastoral and welfare meeting minutes and support the organisation of Welfare Management Team meetings
- Collate and maintain accurate medical data, reports and activity statistics as required
- Manage Medical Centre ordering, including medical consumables, office supplies, catering/kitchen orders and inpatient provisions
- Conduct termly checks of College first aid boxes and coordinate Saturday equipment checks
- Complete MEIR forms and support data collection and feedback processes
- Support the induction and training administration for Medical Centre staff, including training logs and compliance monitoring
- Support general front-of-house duties within the Medical Centre, including answering the telephone and greeting pupils, ensuring emergency calls are prioritised at all times
- Summer holiday/start of academic year readiness (as agreed): the role will include some work during summer holiday periods to focus on supporting preparations for the start of term for new and transitioning pupils medical records and handover to nursing team.

General:

- Have previous administrative experience, ideally within a healthcare, education or similarly regulated environment
- Be highly organised with the ability to prioritise effectively and work independently
- Demonstrate strong IT skills, including confidence using Microsoft Office and electronic record systems (experience of iSAMS or EMIS would be advantageous)
- Show excellent attention to detail and the ability to manage highly sensitive data with absolute discretion
- Communicate clearly and professionally with pupils, parents, staff and external healthcare providers
- Remain calm and composed in a busy and sometimes pressurised setting
- Demonstrate a proactive and supportive approach within a collaborative team environment

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.