



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Healthcare Assistant
<b>REPORTS TO:</b>	Lead Nurse in Health Centre
<b>HOURS OF WORK:</b>	25 hours per week/36 weeks per year (hours of work negotiable)
<b>SALARY:</b>	Band 3,Spine A - £23,044 - £24,545 FTE

**Job Purpose:** The role of the Health Care Assistant (HCA) is to work as part of a team with the School Nurses, School Doctor, Counsellor and School colleagues to support the medical and pastoral care and wellbeing of pupils.

### **Key Tasks:**

- Under the direction of the School Nurses, administer first aid treatment to pupils and school staff throughout the school day, ensuring that all such visits are accurately recorded in the School's MIS system.
- Maintain a high standard of care in accordance with professional guidelines.
- Administer approved medication to pupils in line with statutory requirements.
- Support and signpost pupils with wellbeing concerns and liaise with external agencies and internal pastoral teams.
- Liaise with the relevant member of staff (Form Tutor, HSM, Head of Pastoral) on issues which arise through the care of the pupils in the Health Centre.
- Report safeguarding concerns, either directly or via the DSL.
- Arrange for Pupils who are registered at the associated GP Practice to see the School Doctor as appropriate.
- Assist the School Doctor and Nurses by preparing notes for patients and updating files.
- Ensure that medical and pastoral information is communicated to colleagues both within the Health Centre and in the School as necessary.
- Support the School Nurses with pupil medicals, including carrying out and recording basic checks e.g. height and weight as required.
- Liaise with public health teams regarding immunisations and any other medical measures which the school needs to act upon.

- Assist in the co-ordination & delivery of the Foundation's immunisation program and inputting of records onto the school database.
- Order medical supplies as required and ensure First Aid Kits around the school are monitored and restocked inclusive of the supply of First Aid kits for trips.
- Be available for staff leading school trips to offer advice and information regarding individual pupil's medication.
- Daily checking of defibrillators around the site.
- Provide a First Aid service on Foundation special occasions/events as may be required from time to time.
- Transport pupils to local GP Surgery and Hospital when required.
- Respond promptly to routine emails and telephone calls from staff, parents and external bodies.
- Cover the Health Centre for the School Nurses for short periods, including lunch time, as necessary.
- Assist in the development of robust administrative systems in the Health Centre.
- Assist the School Nurses with administrative tasks, including drafting and dispatch of routine correspondence to parents and large mail outs.
- Update medical records on the school database and liaising with parents as necessary if further information is needed.
- Where appropriate, complete an accident Report Form and advise the Health and Safety Officer (Bursar).

### **Additional Duties**

To carry out tasks delegated by the Nursing Staff which are within your experience, ability or grade. The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

### **PERSON SPECIFICATION**

- Hold a current First Aid at Work or Paediatric First Aid Certificate.
- Willing to complete Level 3 First Aid at work qualification and Mental Health First Aid.
- Experience in administration of first aid to Children and young people.
- Previous experience in a healthcare setting would be advantageous.
- Level 2 BTEC in Health and Social care would be desirable.
- Tact, discretion and listens whilst maintaining confidentiality.
- Confidence in use of Microsoft Office applications and experience in establishing and maintaining effective administrative systems.
- Full driving licence.
- Excellent communication skills with pupils, staff and parents demonstrating a sympathetic, calm, supportive and professional approach.

- Have regard to Safeguarding and follow the Child Protection procedures as detailed in the Foundation's Policy.
- Flexible and ability to work independently as well as part of a team.

## **BENEFITS**

- Membership of the School's Contributory Pension Scheme
- Sponsorship for further qualifications and commitment to relevant training
- Work wear provided
- Free Lunches during term time
- Death-in-Service Benefit
- Cycle to work scheme
- Employee Assistance Programme Scheme
- Eye test and glasses contribution
- Retail discounts

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will have to consent to two references being taken and a Disclosure and Barring and references check.