



Job Description Nursing Assistant

Location:	Welcombe Hills School
Contracted Hours:	32.5
Grade/SCP:	G11-14
Special Conditions:	Occasional travel across all sites is expected. The post holder may be required to provide cover for nursing staff across Trust schools as directed
Reporting to:	Health and Safety Manager
Revised Date:	March 2026

Job Summary:

To support the delivery of high-quality health care provision for pupils with special educational and medical needs. The post holder will assist in implementing care programmes, supporting medical procedures, maintaining accurate records and ensuring safe, hygienic, clinical environments. The role contributes directly to pupil wellbeing, safeguarding and inclusion across all Trust settings.

Main Duties & Responsibilities:

Main Duties & Responsibilities

- Provide safe and effective healthcare support to pupils in accordance with agreed care plans and competency-based training.
- Administer medication safely and maintain accurate records in line with procedures.
- Assist with specialist medical needs including enteral feeding, stoma care, and other clinical interventions as trained.
- Deliver first aid support where required.
- Maintain cleanliness, hygiene, and infection control standards within medical areas and equipment.
- Assist with the preparation and maintenance of medical resources and supplies.
- Record clinical observations and maintain accurate pupil healthcare documentation.
- Support external healthcare professionals delivering clinics within school settings.
- Communicate effectively with pupils, families, staff, and external professionals.
- Support pupils' physical, emotional, and welfare needs in line with Trust policies.
- Work flexibly across Trust sites to support service delivery and provide cover for nursing staff as required.
- Maintain up-to-date knowledge of healthcare guidance, safeguarding requirements, and best practice.
- Follow all Trust policies, procedures, and professional standards at all times.

Review & Scrutiny

Work with the School Nurse and Health and Safety Manager to:

- Prepare for external or internal reviews and audits as required.
- Cooperate with any review processes and provide requested information.
- Implement agreed recommendations arising from reviews.

Main Duties & Responsibilities:

Policy & Trust Development

Support the Nurse and Health and Safety Manager to:

- Implement and maintain healthcare procedures and safe working practices across Trust schools.
- Maintain awareness of relevant healthcare, safeguarding, and health & safety legislation and best practice.
- Contribute to the development of effective healthcare provision across the Trust.
- Undertake specific projects or tasks as directed.

Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Comply with any reasonable request to undertake work that is not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.