



**Health & Care Assistant**  
**Grade D – Equivalent to NHS Pay Upper Band 3/4**  
**Candidate Information Pack**  
**(Pending final job role evaluation)**

**January 2026**

Dear Prospective Candidate,

Thank you for your interest in joining our dedicated and compassionate team at Cann Bridge School. As Headteacher, I am delighted to introduce you to our school and the exciting opportunities that await you here.

Cann Bridge School, located in Estover, Plymouth, is a local authority-maintained special school serving children and young people aged 3 to 19 from Plymouth, Devon, and Cornwall. With a capacity of 108 pupils, we are a consistently oversubscribed school.

Our school is uniquely designed to meet the needs of pupils with complex cognition and learning needs. All of our learners have an Education, Health and Care Plan (EHCP) identifying either a Severe Learning Difficulty (SLD) or Profound and Multiple Learning Difficulty (PMLD). Many also have additional specific learning needs linked to Down's Syndrome, Autism Spectrum Condition, speech and language difficulties, physical disabilities, or complex medical conditions.

To learn more about life at Cann Bridge School and our latest updates, please visit:

- Website: [www.cannbridgeschool.co.uk](http://www.cannbridgeschool.co.uk)
- Facebook: [www.facebook.com/cannbridgeschool](https://www.facebook.com/cannbridgeschool)
- School Newsletters [www.cannbridgeschool.co.uk/families/newsletters-forms](http://www.cannbridgeschool.co.uk/families/newsletters-forms)

At Cann Bridge School, we are committed to creating a nurturing and inclusive environment where every learner is supported to thrive. We are relentlessly learner-focused, and our mission is to provide high-quality, individualised education adapted to each child's needs. Our dedicated staff create a calm and purposeful environment, delivering personalised learning through our Pathways to Independence Curriculum and Long-Term Rolling Programme, supported further by our EYFS and 14–19 Curriculum Policies (available on our website).

With a proud history spanning over 60 years, formerly as Downham School, Cann Bridge moved to its current purpose-built site in 2012. We are co-located with Tor Bridge High, Tor Bridge Primary, and Plym Bridge Nursery. Since then, we've expanded further with the opening of our Post-16 provision, Post Bridge College (2016), extensive remodelling (2022), and two new modular classrooms (2024). Our excellent facilities include sensory rooms, an immersive room, library, warm water pool, science garden, soft play area, and Forest School. These continue to be developed with support from fundraising and our active PTFA, Friends of Cann Bridge.

We are also on an exciting improvement journey, guided by our School Development Plan and recent Ofsted Report – both available on our website. These highlight our ongoing commitment to progress, innovation, and excellence. We place strong emphasis on professional development, ensuring all staff have access to high-quality training and the latest approaches in special education.

The advertised Health & Care Assistant position is a new role within our school and represents an exciting opportunity to help shape the future of our health provision. You will support pupils with a wide range of medical and personal care needs, working closely with class teams and Senior Leaders to ensure every child can access learning safely, confidently and with dignity.

We welcome and encourage prospective applicants to visit the school prior to applying – please contact us to arrange a tour. If you are compassionate, organised and committed to high-quality care, we would be delighted to receive your application.

Warm regards,



Shane Baker  
Headteacher

# We Cann...

## Our Vision & Values



# We Cann...

Together, we aspire to create a nurturing school community by being aspirational, learner focused, collaborative and progressive.

We develop each learner's communication and independence through their school journey to prepare them for the wider world through creative and personalised learning, actively contributing to society, leading to healthy and fulfilled lives.

**Together, 'We Cann...' be**

- Aspirational
- Learner Focused
- Collaborative
- Progressive

## The Role

This is a new role within Cann Bridge School. We are looking for a Health & Care Assistant who will play a key part in shaping how we deliver safe, high-quality and compassionate care across the school.

Working under the direction of Senior Leaders, you will work alongside class teams to support pupils with a wide range of medical and personal care needs, ensuring they can participate fully in learning and school life. You will act as a key worker for identified pupils with complex health needs, support day-to-day care routines, and assist in coordinating essential health processes such as medication management, first aid, accurate record-keeping and multi-agency liaison.

This role is ideal for someone with experience in healthcare or educational support who is confident, organised and committed to delivering high standards—without holding ultimate clinical responsibility. You will take a lead in key operational tasks, including ensuring first aid supplies are fully stocked, maintaining and monitoring healthcare documentation, supporting training arrangements, and helping class teams understand and meet pupils' individual care needs.

You will work within agreed protocols, care plans and competencies, escalating concerns promptly and appropriately. As we continue to develop and strengthen our health provision, you will also have the opportunity to contribute ideas, support improvements and help shape a service grounded in best practice.

If you are compassionate, proactive and excited by the opportunity to make a meaningful difference to the lives of children and young people with complex needs, we would be delighted to receive your application.

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## Employee Benefits

At Cann Bridge School, we cultivate an environment where both learners and staff can thrive. Our learners benefit from a well-structured curriculum, a supportive staff team, and a purposeful learning environment, all designed to help them grow into confident, well-rounded, and independent young adults. This success is made possible by our talented and dedicated team, who work together to ensure that every child has the opportunity to succeed both academically and personally.

When you join Cann Bridge School, you'll become part of a committed team that values your professional growth.

We offer:

- Bespoke Continuing Professional Development (CPD) tailored to your individual needs and career goals
- Specialist weekly and ongoing training and development to keep you at the forefront of best practices
- Clear Career Progression pathways, providing opportunities for long-term career growth
- Access to the Local Government Pension Scheme or Teacher Pension Scheme for future financial security
- An excellent Employee Assistance Programme, offering physiotherapy, counselling, wellbeing services, and private healthcare options (where applicable) through Education Mutual
- Staff Discounts on a wide range of products and services through the Blue Card and professional student discount scheme
- A comprehensive Staff Health & Wellbeing Offer
- Excellent internal and external communications to keep everyone informed about what is happening
- DSE Eyecare Scheme for those based 80% at a screen
- The opportunity to work with incredible children, young people, and a dedicated staff team

## Guidance for Applicants

If, after reading the background information, you feel this is the right opportunity for you, please follow the guidance below to support your application:

- Read and follow the instructions on the application form carefully on MyNewTerm.
- Review both the Job Description and Person Specification thoroughly. If you do not meet the essential criteria outlined in the Person Specification, it is unlikely that you will be shortlisted.
- Use the Person Specification as a checklist to structure your supporting statement. We recommend addressing each point in order, providing clear evidence of your skills, knowledge and experience. Wherever possible, include relevant examples from your professional and personal life.
- Please note: providing false or misleading information at any stage of the recruitment process may result in disqualification or, if appointed, dismissal without notice.
- If you are shortlisted for interview, you will be asked to bring relevant documentation with you. Full details will be provided in your interview invitation letter.
- We warmly welcome visits to the school. Seeing our setting in action can help you decide whether Cann Bridge School is the right fit for you.

All applicants must complete the application form on MyNewTerm. We do not accept CVs or letters of application. Using a standard application form ensures a fair and consistent process for all candidates.

Please ensure all relevant sections of the application form are completed in full and provide as much detail as possible, as this will be used to determine whether you are shortlisted for interview.

Check the application deadline carefully. Late applications cannot be considered, and it is your responsibility to ensure your submission reaches us on time.

The 'Fluency Duty' applies to this post, and therefore the successful candidate would have the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

We look forward to receiving your application.

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## Short Privacy Notice For Job Applicants

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at [www.cannbridgeschool.co.uk/about-us/gdpr](http://www.cannbridgeschool.co.uk/about-us/gdpr) which detail how we use your information.

### Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

### What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

- References
- Qualifications and education history
- Employment records, including work history, job titles, training records, professional memberships, details of gaps in employment
- Supporting statement aligned to job description and specification
- Right to work and immigration status

Other personal data is captured and recorded as per the Privacy Notice.

### How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

### How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

### Recruitment Timeline

- Opportunities to visit Cann Bridge School: Please contact the school to arrange your visit 01752 207909 or [HR@cannbridge.co.uk](mailto:HR@cannbridge.co.uk)
- Application closing date: Monday 23<sup>rd</sup> February 2026 at 9am
- Candidate shortlisting: Monday 23<sup>rd</sup> February 2026
- Interviews: Friday 27<sup>th</sup> February 2026

Please find a link to our school safeguarding page [Safeguarding | Cann Bridge School](#)

Our policies and staff code of conduct can be found here [Policies & Procedures | Cann Bridge School](#)

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## **Job Description: Health & Care Assistant (Grade D)**

Cann Bridge School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

### **Job details**

**Position:** Health & Care Assistant

**Location:** Cann Bridge School, Estover, Plymouth

**Salary:** Grade D 29.25 hours

**Contract type:** Part-time, Monday to Friday, Term-Time

**Reporting to:** Senior Leader

**Responsible for:** N/A

**Start Date:** February 2026 (or as soon as possible)

### **Main purpose of job:**

The Health & Care Assistant works under the direction of Senior Leaders to deliver safe, respectful and high-quality health and care support that enables pupils to access learning. The post holder will act as a key worker for identified pupils with complex medical needs, support the coordination of aspects of health provision across the school, liaise with families and external agencies, and contribute to first aid and emergency response.

All care and interventions must be provided within the post holder's training, competence, agreed protocols and care plans, with timely escalation to Senior Leaders when required.

### **Key Duties & Responsibilities**

#### **Health & Personal Care**

- Provide personal and intimate care sensitively and with dignity, following individual care plans and risk assessments, as required.
- Offer advice, guidance and support to class teams regarding pupils' health and care needs as per clinical advice.
- Support therapy programmes (e.g., physiotherapy, OT, SaLT) under professional guidance.
- Assist pupils with eating, drinking and supervision during breaks to promote safety, participation and independence.
- Identify signs of deterioration or emergency (e.g., seizures, respiratory concerns), responding within competency and escalating promptly.

#### **Medication, First Aid & Welfare**

- Administer medication according to school policies, SOPs and individual protocols.
- Maintain accurate medication records, including sign-in/out processes and Controlled Drug Book entries.
- Provide first aid and general welfare support for pupils (and staff where required), liaising with parents and carers appropriately.
- Be the first point of contact for health incidents, accidents and medical emergencies, supporting staff and class teams.

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## **Monitoring, Records & Documentation**

- Maintain accurate and timely records including healthcare logs and incident reports, in line with data protection requirements.
- Support basic clinical monitoring (e.g., height, weight, wellbeing checks) and assist with clinic preparation.
- Contribute to the development and routine review of Individual Healthcare Plans, Personal Care Plans and Risk Assessments.
- Ensure all new and updated Healthcare Plans and medical letters received are read and uploaded to the school's systems and shared promptly with the wider class teams
- Assist in monitoring and coordinating mandatory whole-school medical, first aid training, and in arranging and liaise with multidisciplinary specialists to arrange training for staff (e.g., enteral feeding/PEG, emergency epilepsy or allergy management, diabetes support, other agreed interventions).

## **Communication & Multi-agency Liaison**

- Act as key worker for designated pupils, ensuring consistent communication between class teams and Senior Leaders.
- Liaise with families, offering clear information and signposting to NHS or community services, whilst maintaining appropriate professional boundaries, as required, referring to the Family & Learner Support Advisor where appropriate.
- Provide concise updates to professionals and attend multi-agency meetings as required.
- Communicate effectively with pupils using AAC, basic sign or observation of non-verbal cues, adapting to sensory and communication needs.

## **Supporting Access to Learning**

- Work within classrooms and other settings to manage healthcare needs discreetly, enabling pupils to fully access learning.
- Promote independence, participation and positive self-esteem.

## **Equipment, Environment & Resources**

- Use, clean and maintain health and care equipment in line with training and manufacturer guidance; report defects promptly.
- Manage the medical room, first aid kits and medical supplies, including stock checks, ordering and auditing.
- Follow infection prevention measures, including cleaning routines and waste disposal protocols.

## **Manual Handling & Physical Requirements**

- Carry out safe moving and handling using hoists and specialist equipment as trained, and required.
- Perform role-related physical tasks (bending, kneeling, floor work, sustained standing) and manage exposure to bodily fluids using PPE.

## **Trips, Visits & Operational Support**

- Prepare and occasionally assist off-site activities, including medication and first aid resources; provide on-the-day health support as required.
- Support routine administrative tasks and contribute to smooth daily operations.

## **Safeguarding, Equality, Privacy & Conduct**

- Follow safeguarding procedures; report concerns immediately to the safeguarding team.
- Uphold confidentiality, dignity, and data protection at all times.
- Work in accordance with school policies (e.g., Health & Safety, First Aid, Medication, Manual Handling, GDPR, Equality & Diversity).

## **Professional Development & Continuous Improvement**

- Maintain up-to-date mandatory and role-specific training and competencies.

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- Participate in supervised practice and implement new learning safely.
- Support service development, sharing good practice and assisting with staff training where requested.

### **Key Relationships**

Pupils and families; Senior Leaders; Class Teams; Specialist Nursing Staff; Therapists (SaLT, OT, Physio); External NHS and social care professionals; Administrative staff; Wider school colleagues.

### **Scope & Decision-Making**

- Works independently within agreed competencies, plans and policies.
- Uses judgement to prioritise workload, manage safety and escalate concerns regarding health, safeguarding or capacity.
- Does not undertake new clinical procedures without appropriate training, competency assessment and authorisation.

Carry out other duties appropriate to the grade of the post

Plymouth City Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Health & Care Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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## Person Specification: Health & Care Assistant (Grade D)

Criteria	Qualities Essential	Qualities Desirable	Method of Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Level 2 qualification in English and Mathematics (GCSE Grade A–C / Grade 9–4 or Functional Skills Level 2) or willing to work towards to achieve</li> <li>• Hold or willingness to undertake all mandatory and role-specific training (e.g. safeguarding training, First Aid (3 days), manual handling, infection prevention and control, administration of medication, epilepsy awareness, PEG feeding, diabetes care, allergy awareness, asthma awareness, buccolam training, intimate care training)</li> <li>• Commitment to completing specialist healthcare training and competency sign-off as required</li> </ul>	<ul style="list-style-type: none"> <li>• Care certificate</li> <li>• Level 2 or 3 Diploma/NVQ in Health &amp; Social Care</li> <li>• First Aid (3 days) qualification</li> <li>• Training in communication methods used with pupils with SEND (AAC, basic Makaton signs).</li> </ul>	Application form Interview process
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience working with children, young people or adults in a care, health, education or support setting.</li> <li>• Demonstrable experience delivering personal care or health-related support</li> <li>• Demonstrable experience following individual care plans, risk assessments or clinical guidance</li> <li>• Demonstrable experience working collaboratively as part of a multidisciplinary team</li> <li>• Demonstrable experience maintaining accurate records and following established procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience in a special school or SEN provision</li> <li>• Practical experience working with children or young people with complex health needs and/or special educational needs and disabilities (SEND).</li> <li>• Practical experience liaising with families and external professionals.</li> <li>• Practical experience supporting healthcare routines within a school or similar environment.</li> <li>• Practical experience administering medication</li> <li>• Practical experience coordinating training and professional clinics</li> <li>• Previous experience managing first aid supplies and medical resources</li> <li>• Previous experience providing health and care advice and guidance to others</li> <li>• Practical experience making referrals and following up requests, advice, support and training from others.</li> </ul>	Application form Interview process
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding, confidentiality and professional boundaries.</li> <li>• Ability to follow care plans, risk assessments, protocols and training guidance accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of safe moving and handling principles.</li> <li>• Familiarity with school systems (e.g., CPOMS, Bromcom)</li> <li>• Ability to contribute to the review of pupils' healthcare plans</li> </ul>	Application form Interview process

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	<ul style="list-style-type: none"> <li>• Awareness of infection prevention, hygiene and safe working practices.</li> <li>• Ability to identify signs of ill health or deterioration and escalate appropriately.</li> <li>• Strong communication skills, including interpreting non-verbal cues.</li> <li>• Ability to use digital systems for record keeping.</li> <li>• Strong organisational and prioritisation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with school-based policies (e.g., medication, health &amp; safety, GDPR).</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Compassionate, respectful and committed to maintaining dignity in all care tasks.</li> <li>• Able to remain calm and responsive in emergencies.</li> <li>• Reliable, organised and able to prioritise tasks effectively.</li> <li>• Emotionally resilient and able to manage sensitive or challenging situations.</li> <li>• Team-focused, with the ability to work cooperatively across multiple teams.</li> <li>• Positive, flexible and willing to learn new skills.</li> <li>• Commitment to equality, diversity and inclusion.</li> <li>• Flexible and adaptable to changing routines and pupil needs</li> <li>• Strong commitment to safeguarding and pupil wellbeing</li> <li>• High standards of integrity and confidentiality</li> <li>• Ability to meet the physical demands of the role (e.g., moving and handling)</li> <li>• Willingness to work flexibly across the school day to meet pupil needs</li> </ul>	<ul style="list-style-type: none"> <li>• Genuine enthusiasm for working with children and young people with SEND</li> <li>• A reflective practitioner who contributes to continuous improvement.</li> <li>• Confidence in using initiative within defined boundaries and competencies.</li> </ul>	Application form Interview process

This job description may be amended at any time in consultation with the postholder.

**Last review date:** January 2026

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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