

**Educational
Healthcare
Assistant
Application
Pack**

ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL



Closing Date:
Friday 31st July 2026 – midday

Shortlisting Date:
Friday 31st July 2026 – PM

Interview Date:
Thursday 6th August 2026

Funded by

Department
for Education

English Hubs
St John Vianney English Hub



Diocese of Lancaster
Education Service
Euntes in mundum


Blessed Edward Bamber
Catholic Multi Academy Trust

Welcome to St John Vianney

Thank you for your interest in applying for the role of Educational Healthcare Assistant at St John Vianney Catholic Primary School.

St. John Vianney Catholic Primary School & English Hub is seeking to appoint an inspirational staff member to join a team of dedicated staff working within Our Catholic School. We are seeking to appoint a highly committed and energetic person to join our team as a Educational Healthcare Assistant. The successful candidate will be expected to work under the guidance of the leadership team.

Our school offers a range of professional development opportunities for the successful candidates. If you are looking for a position to make a difference to the young people and their families within our community, we would welcome an application.

We can offer:

- A commitment to promoting staff well being.
- Polite, well-behaved children that are Sincere, Joyous and Virtuous.
- High quality bespoke CPD
- Supportive, collaborative and inclusive teamwork

We are looking for a person who:

- Supports us in delivering our Catholic ethos and mission throughout the school and the community.
- Can thrive in a busy, fast-changing environment.
- Is a positive thinker and solution focused.
- Is self- driven to achieve the best outcomes for our children and families.
- Has excellent communication skills.
- Be an excellent, enthusiastic, flexible and self-motivated teacher
- Be able to deliver a rich, well balanced learning experience
- Have high expectations of children's achievement, attainment, behaviour and attitudes
- Have a positive outlook and be keen to contribute to the success of our school

Yours sincerely,

Clare Evans
Headteacher



“Seeking Growth Together Through Jesus”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Educational Healthcare Assistant at St. John Vianney Catholic Primary School. St. John Vianney is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

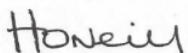
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King
Catholic Academy



Holy Family Catholic
Primary School,
Blackpool



Holy Family Catholic
Primary School,
Warton



Our Lady of the
Assumption Catholic
Primary School



Our Lady Star of the
Sea Catholic Primary
School



Sacred Heart
Catholic Primary
School



St Bernadette's
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John's Catholic
Primary School,
Poulton



St John Vianney
Catholic Primary
School



St Joseph's Catholic
Primary School



St Kentigern's
Catholic Primary
School



St Mary's Catholic
Academy, Blackpool



St Mary's Catholic
Primary School,
Fleetwood



St Mary's Catholic
Primary School,
Great Eccleston



St Peter's Catholic
Primary School



St Teresa's Catholic
Primary School



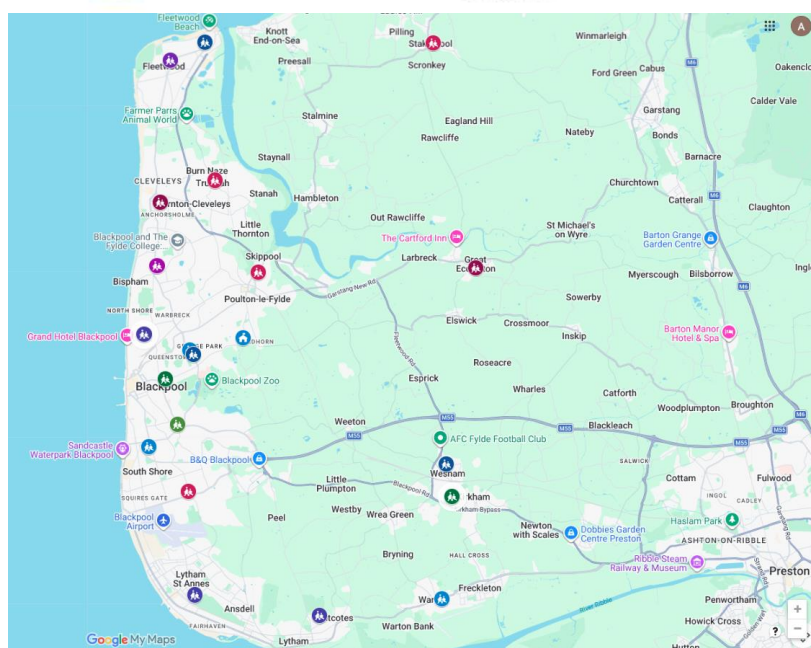
St William's Catholic
Primary School



St Wulstan's &
St Edmund's Catholic
Primary School



The Willows Catholic
Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or role, please contact the school office:

Tel: 01253 311248

or

Email: Danny.johnson@sjvprimary.co.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/jobs/150825/EDV-2026-SJVCPSB-37938>

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Post Details:

Grade: NJC pay Grade D – scale point range 7 to 11

Salary: £26,403.00 to £28,142.00 (pro-rata, pay award pending)

Actual Salary: £15393 to £16407 (pay award pending)

Contract: Permanent

Hours: 25 per week, term time only plus inset days

Required: 1st September 2026

Job Description

Educational Healthcare Assistant	
Main purpose of the role	
To work as part of a professional team to support teaching, learning and the wellbeing of pupils with a range of Special Educational Needs (SEN), including those with complex learning difficulties, physical needs and associated healthcare requirements. The postholder will provide practical, personal and healthcare support to enable pupils to access education, overcome barriers to learning and achieve their full potential. The role will contribute to a safe, inclusive and nurturing environment by promoting independence, dignity and emotional wellbeing.	
Responsible to	
SENCO / Class Teacher / Senior Leader	
Liaising with	
Teaching staff, SENCO, therapists, healthcare professionals, pastoral staff, parents/carers, external agencies	
Key Responsibilities	
Pupil Support & Learning • Provide 1:1 and small group support to pupils with SEN under the direction of teaching staff. • Support the delivery of planned learning activities and adapt approaches to meet the individual needs of pupils. • Assist pupils to understand instructions, engage in learning and develop independence. • Support pupils in line with Education, Health and Care Plans (EHCPs) and individual support plans. • Provide feedback to teaching staff on pupil progress, engagement and behaviour.	
Healthcare, Personal Care & Wellbeing • Support pupils with personal care needs, including toileting, hygiene, feeding and dressing, maintaining dignity at all times. • Support pupils with medical and healthcare needs in line with care plans and training. • Administer medication where appropriate training has been completed and in line with agreed procedures. • Promote pupils' emotional wellbeing, inclusion and positive relationships.	
Behaviour & Environment • Support the management of behaviour in line with school policies, helping pupils remain engaged and on task. • Maintain a calm, safe and inclusive learning environment. • Prepare and clear learning materials and support the organisation of classroom resources. • Ensure the safe use of specialist equipment and resources.	
Communication & Record Keeping • Observe, record and report on pupil progress, behaviour and wellbeing in line with school procedures. • Share relevant information with teaching staff and other professionals to support pupil development. • Maintain accurate records in line with safeguarding, confidentiality and data protection requirements.	
Wider Support • Support pupils during unstructured times, including break and lunchtime where required. • Assist with educational visits and off-site activities. • Work collaboratively with colleagues, parents/carers and external professionals. • Contribute to a positive team ethos and support the wider work of the school.	

Job Description

Educational Healthcare Assistant	
General Responsibilities	
• Uphold and actively support the ethos, values and inclusive principles of the Trust/school. • Treat all members of the school community with dignity, respect and fairness. • Maintain confidentiality and professionalism at all times. • Comply with all policies and procedures, including safeguarding, health and safety, equality and data protection. • Participate in training, development and performance review processes. • Undertake other duties appropriate to the grade of the post.	
Safeguarding	
The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and take responsibility for safeguarding.	
General statement	
This job description outlines the main duties and responsibilities of the post. It may be reviewed and amended in consultation with the postholder to reflect the evolving needs of the Trust.	

Person Specification

Person Specification	Essential	Desirable
Qualifications & Training	• Good standard of literacy and numeracy (equivalent to GCSE Grade C/4 or above in English and Mathematics). • Willingness to undertake further training relevant to the role. • Understanding of safeguarding requirements in schools.	• Relevant Level 2 or Level 3 qualification in Supporting Teaching and Learning, Childcare, Health & Social Care, SEN, or related field. • Current First Aid qualification. • Training in moving and handling, medical procedures, personal care, or administration of medication.
Experience	• Experience of working with children or young people. • Experience of supporting individuals with additional needs. • Experience of working as part of a team.	• Experience of working in a school or educational setting. • Experience of supporting children with SEND, including complex needs. • Experience of delivering personal care and healthcare support. • Experience of working with external professionals such as therapists, healthcare staff or social care practitioners.
Knowledge & Understanding	• Understanding of the needs of children and young people. • Awareness of safeguarding, child protection and professional boundaries. • Understanding of the importance of inclusion, equality and diversity. • Understanding of confidentiality and data protection requirements.	• Knowledge of Special Educational Needs and Disabilities (SEND), including EHCPs. • Knowledge of common medical conditions affecting children and young people. • Understanding of sensory needs, autism, communication difficulties and physical disabilities. • Knowledge of positive behaviour support strategies.
Skills & Abilities	• Ability to build positive relationships with pupils, colleagues and families. • Ability to communicate clearly and effectively, both verbally and in writing. • Ability to support pupils' learning and engagement. • Ability to maintain accurate records and share information appropriately.	• Ability to use specialist equipment and adaptive resources. • Ability to contribute to the planning and evaluation of support programmes.

Person Specification

Person Specification	Essential	Desirable
Skills & Abilities (continued)	• Ability to work calmly under pressure and respond appropriately to changing situations. • Ability to support pupils with personal care needs sensitively and respectfully. • Ability to follow healthcare plans, risk assessments and agreed procedures.	
Personal Qualities	• Caring, empathetic and patient approach. • Commitment to promoting pupils' dignity, wellbeing and independence. • Reliable, flexible and resilient. • Positive, professional and approachable manner. • Ability to maintain confidentiality and professional standards. • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to equality, diversity and inclusion.	
Other Requirements	• Willingness to undertake intimate/personal care duties where required. • Willingness to administer medication and undertake healthcare procedures following appropriate training. • Ability to participate in educational visits and off-site activities. • Satisfactory Enhanced DBS clearance and relevant safeguarding checks.	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job, and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

