



## FULBRIDGE ACADEMY JOB DESCRIPTION

**Job Title:** Healthcare Assistant

**Grade:** Grade 3

**Responsible to:** SENDCo

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.

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

Assisting in the domestic care and general welfare of pupils in respect of personal hygiene programmes and at meal times, using specialist equipment where necessary.

### **Main Responsibilities:**

- To ensure that identified pupils are taken to the toilet / hygiene room to have their personal care needs are met
- To give non-discriminatory care and support that values the diverse and unique qualities of each pupil, seeing the whole person and not merely their care needs
- To follow the instructions of the care and support plans of each individual pupil
- To rigorously follow school procedures in relation to changing and hygiene
- To safely use specialist equipment, beds and hoists in accordance with the general training/guidelines provided and in line with individual care plans
- To ensure that the maintenance of pupil dignity is paramount at all times
- To build positive relationships with pupils, staff and other professionals within school
- To report any changes or causes for concern to the SENDCo immediately and be clear about when to seek help and advice in order to keep pupils safe and promote their well being
- To be responsible for the care and cleanliness of the hygiene rooms, equipment, apparatus and materials as required
- To be responsible for the care and cleanliness of specialist class chairs
- To assist with the hoisting of pupils as and when needed
- To assist with break time duties
- To complete allocated tasks at lunchtime in relation to supporting pupils with eating and drinking and care of the dining environment including carrying out gastrostomy tube feeding, diabetic checks for relevant children
- To assist as required with general school domestic tasks
- To take part and attend meetings and training as required which may potentially be sometimes outside of your normal working hours



- To support pupils and staff within the classroom where appropriate for example during sensory play sessions
- To complete any additional duties commensurate with the level of the post which may be required from time to time as reasonably directed by the headteacher

- **Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder.

2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.