

Job Description

Job Title: Health Care Support Worker
Reports to: Deputy Clinical Lead

Job context

Uppingham School is an independent co-educational boarding and day school for 11 to 18-year-olds, located in the beautiful market town of Uppingham in Rutland.

Uppingham School employs around 600 full-time and part-time staff in both teaching and support roles.

The School offers a vibrant, supportive and stimulating environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from finance, marketing and IT to buildings maintenance, catering and healthcare. Our 800 pupils are accommodated in 16 houses, taught by 24 academic departments. They participate in a multitude of extra-curricular activities throughout the year, from sports and music to drama and expeditions. In term-time the School operates seven days a week.

Uppingham is a vibrant, stimulating, energetic and forward-looking school. Our community is made up of talented people offering a diverse range of experiences. We welcome applications from candidates who are both experienced and new to working within the independent education sector.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

The Healthcare Support Worker provides skilled clinical and pastoral support to the nursing team, contributing to the assessment, care and monitoring of pupils within the Health Centre and boarding Houses. Working with a high level of autonomy within agreed protocols, the post holder supports the coordination of care, supervises aspects of Health Centre activity and promotes pupil wellbeing, safety and safeguarding at all times.

Responsibilities

Clinical Support and Pupil Care

- Provide high-quality, compassionate care to pupils under the direction of registered nurses
- Undertake delegated clinical tasks in line with training, competence and School protocols
- Support the monitoring and observation of pupils who are unwell or recovering from illness or injury
- Assist with the care of in-patients within the Health Centre, including comfort, nutrition and wellbeing needs
- Recognise changes in a pupil's condition and escalate concerns promptly to a registered nurse
- Support pupils with long-term conditions, allergies or care plans, working in partnership with nursing staff and House teams
- Promote a calm, reassuring and supportive environment for pupils accessing the Health Centre

Health Centre Operations and Coordination

- Support medicines management processes in line with School policy (e.g. preparation, checking and distribution under nurse direction)
- Monitor, check and order medical supplies, first aid equipment, stationery and provisions
- Maintain stock levels in treatment rooms and clinical areas
- Assist with the coordination and monitoring of medicines and vaccine stock
- Assist with infection prevention and control procedures across the Health Centre and Houses
- Contribute to record keeping and documentation to support continuity of care and audit requirements

Boarding House and Pastoral Support

- Work closely with House Matrons and boarding staff to support pupils' health needs outside the Health Centre
- Provide advice and reassurance to House staff within agreed parameters, escalating concerns appropriately
- Support pupils returning to boarding following illness, injury or hospital attendance
- Contribute to the School's wider pastoral approach, recognising the emotional and developmental needs of adolescents

Communication

- Communicate effectively and sensitively with pupils, parents, House staff and colleagues
- Liaise with the Health Centre nursing team to ensure clear handover and continuity of care
- Support communication with external healthcare professionals as directed by registered nurses
- Maintain accurate, confidential and timely records in line with data protection and clinical governance requirements

Safeguarding, Governance and Professional Practice

- Uphold safeguarding responsibilities at all times in accordance with School policies and Keeping Children Safe in Education
- Recognise safeguarding concerns and follow reporting procedures promptly and appropriately
- Work within the boundaries of the role, understanding accountability and the importance of escalation
- Maintain competence through training, supervision and reflective practice
- Act as a positive role model, demonstrating professionalism, discretion and integrity

Training and Development

- Participate in induction, mandatory training and ongoing professional development
- Contribute to training and awareness for House staff in areas such as basic health care, first aid and escalation procedure
- Undertake training relevant to the role (i.e. phlebotomy)

Key relationships

- Housemasters/Housemistresses
- Health Centre Clinical Lead
- Deputy Clinical Lead
- Woodfield (Medical centre) team
- Matrons
- Counselling services
- Tutors
- Parents
- Pupils

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

Essential and Desirable Criteria

	Essential	Desirable
Qualifications, Education, Training		
NVQ Level 3 (or equivalent) in Health & Social Care, or significant relevant healthcare experience	✓	
Willingness to undertake ongoing training and professional development	✓	

First Aid at Work or equivalent qualification		✓
Completion of a phlebotomy course		✓
Experience		
Experience working in a healthcare, residential or care-based setting	✓	
Experience of working with children and young people		✓
Experience of working within a boarding school or residential education setting		✓
Experience supporting individuals with long-term medical conditions or care plans		✓
Clinical & Operational Skills		
Ability to carry out delegated clinical tasks safely and competently	✓	
Ability to recognise deterioration or concern and escalate appropriately to a registered nurse	✓	
Understanding of infection prevention and control procedures	✓	
Experience supporting medicines management under nurse direction		✓
Experience contributing to clinical documentation and record keeping		✓
Safeguarding & Professional Practice		
Clear understanding of safeguarding responsibilities and professional boundaries	✓	
Commitment to confidentiality, data protection and professional standards	✓	
Personal Qualities		
Ability to communicate calmly, clearly and sensitively with pupils	✓	
Ability to work effectively as part of a multidisciplinary team	✓	
Confidence liaising with House staff, Matrons and pastoral teams		✓
Ability to communicate appropriately with parents under guidance		✓

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.