



# Job Description

---

**Job Title:** Healthcare Assistant

---

**Location:** St Clares School

---

## Job Description

<b>Job Title</b>	Healthcare Assistant
<b>Location:</b>	St Clares School (4 Rough Heanor Road, Mickleover, Derby DE3 9AZ)
<b>Hours per week:</b>	10 per week
<b>Weeks worked per year:</b>	Term Time Only (39 weeks)
<b>Reporting to:</b>	Senior Leadership Team
<b>Salary Scale:</b>	Derby City Support Grade D (Points 7 - 9), £26,403 - £27,254 per annum (FTE). £6,164 - £6,363 per annum (actual salary)

### Main purpose of Role

The provision of a comprehensive welfare support service to pupils and staff within school, to enable a safe and secure school environment to all pupils and staff.

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment for young children's educational and developmental needs.

#### Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## Main Responsibilities

- Engage and motivate students
- Inspire trust and confidence in students and colleagues
- Build team commitment with colleagues and in the classroom
- Implement specific interventions to meet students needs
- Demonstrate empathy with and an appreciation of the care needs of students
- To administer appropriate care as first-point-of-contact for sick or injured pupils and staff.

- Maintain a record of all pupils and staff attending the Medical Room for assistance, including details of treatment given in accordance with School policies.
- As an integral member of a multi-disciplinary school team, support pupils with chronic and acute health conditions including administering physiotherapy sessions, administering medicines and hoisting/changing pupils.
- Maintain records for the administration of medicines in line with the Medication Policy and Management Procedures.
- Lead on enteral feeds and flushes for students.
- Obtain appropriate written consent from parents/carers for pupils requiring the administration of medicine during the school day.
- Ensure safe storage and labelling of medicines according with instructions, monitoring use-by dates and appropriate supply from parent/carer.
- Ensure that reportable injuries/illness resulting from accidents are reported using the appropriate systems and forms.
- Contact parents/carers when pupils are sent home or to hospital, escort pupils to hospital where required, ensuring contact with school is maintained throughout.
- Liaise with external professionals and agencies as appropriate.
- Implement Individual Treatment Plans as required.
- Maintain the school Medical Room, ensuring it is as a clean and safe environment at all times.
- Maintain First Aid supplies for the Medical Room, including First Aid boxes located around the school; travel first aid kits; sickness packs and briefing sheets for school trips and visits.
- Maintain school manual and electronic records (Arbor and Medical Tracker) with pupil's known medical conditions, ensuring communication of information to appropriate staff.
- Identify and review any recurring problems/accidents and make recommendations for any appropriate remedial action.
- Research and consult with relevant agencies/attend training regarding particular medical conditions, as appropriate, updating and advising staff.
- Provide confidential information and reports as required for teachers and Senior Leadership Team (SLT).
- To liaise with key staff, as appropriate, regarding health issues/concerns relating to pupils.

- Report to Designated Safeguarding Lead all potential safeguarding related injuries and concerns.
- Liaise with parents/carers regarding damaged/broken aids, e.g. glasses/dental braces to enable repair/replacement arrangements to be made.
- Ensure confidentiality of medical information and communication, as appropriate.
- Promote safeguarding and welfare of children and young people.
- To work in accordance with all school policies, procedures and relevant legislation/regulations, especially those relating to Health and Safety/First Aid

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience of working with a range of students with SEN</li> <li>• Supporting children and/or young people with SEN</li> <li>• IT literate, including e-mail applications, use of electronic systems</li> <li>• Demonstrable evidence of continuous professional development and competence</li> <li>• Knowledge of child protection and appropriate health and safety regulations</li> </ul>
------------------	--

	<ul style="list-style-type: none"> <li>• Willingness to engage in any professional development activities which will aid the effective completion of tasks required by the post</li> <li>• Use alternative methods of communication where required</li> <li>• Use ICT to record first aid</li> <li>• Ability to promote student independence in personal care</li> <li>• Up to date knowledge and understanding of KCSIE</li> <li>• An understanding of childhood chronic and acute health conditions and how they impact on students and families</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Qualified in aspects of SEN specific provision</li> <li>• GCSE or equivalent in Maths and English</li> <li>• Experience of working in special schools with a range of students with SEN (including Autism, ADHD and PDA)</li> <li>• Level 2 safe handling of medication</li> <li>• Current First Aid at Work Certificate (which complies with the requirements of the Health and Safety (First-Aid) Regulations)</li> <li>• Registered Paediatric or practice nurse, or healthcare professional</li> <li>• Specific experience of working with children or adult with additional needs</li> <li>• Experience of using Arbor and Medical Tracker software</li> <li>• Current administering medicine Certificate</li> </ul>