



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

School: Riverside Bridge School

Location: IG11 OHZ

Email: recruitment@riversidebridge.com

Job Title: Health Care Assistant (HCA)

- Location: Specialist SEND School (EYFS - Y13)
- Responsible to: Senior Leadership Team / Designated Safeguarding Lead
- Liaison with: Specialist Nursing Team, Therapists (SALT/OT), Class Teams, Parents/Carers
- Scale 5.12 Outer London Support £27,237 per annum (pro rata)
- Term Time only 8:30 - 16:00

Main Purpose of the Role

The Health Care Assistant (HCA) will provide coordinated, safe and responsive medical and personal care support within a specialist setting for pupils with complex Special Educational Needs and Disabilities (SEND).

The postholder will oversee medical intake procedures, first aid systems, intimate care delivery and day-to-day liaison with the specialist nursing team. The role focuses on coordination, organisation and safe implementation of care plans rather than frontline nursing or clinical decision-making.

The HCA will not have access to RIO and will not undertake frontline nursing responsibilities beyond general first aid provision.

Context of the School

The school supports pupils aged EYFS to Post-16 with complex needs, including:

- Autism Spectrum Condition (ASC)



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

- Severe and profound learning difficulties
- Non-verbal or minimally verbal communication profiles
- Sensory processing differences
- Physical and medical needs
- Social, emotional and behavioural regulation needs

Many pupils use alternative and augmentative communication (AAC), visual systems or total communication approaches. Pupils may not verbally express pain or discomfort; therefore, careful observation, professional curiosity and strong communication with class teams are essential.

Medical and personal care needs are embedded within the educational day and must be delivered consistently, safely and with dignity.

Key Responsibilities

1. Medical Intake & Record Oversight

- Coordinate new pupil medical intake processes.
- Collate medical information from parents/carers and external professionals.
- Ensure care plans are received, up to date and accessible to relevant staff.
- Liaise with the specialist nursing team regarding updates, clarifications and changes to care plans.
- Monitor expiry dates of medication and ensure timely renewal.
- Chase parents/carers for outstanding medication, documentation or consent forms.
- Maintain organised, compliant medical documentation systems.

2. First Aid Coordination

- Provide general first aid in line with school policy and training.
- Maintain and audit first aid bags across the school site.
- Ensure supplies are stocked, in date and compliant.
- Record first aid incidents accurately and escalate concerns appropriately.
- Support staff in understanding first aid procedures relevant to pupils.

This role does not replace the specialist nursing function and does not include access to RIO or undertaking nursing clinical tasks.



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

3. Intimate Care Delivery, Agreements & Oversight

- Carry out intimate care as required, in line with individual care plans and school policy.
- Ensure all intimate care is delivered with dignity, privacy and respect.
- Promote consent-based practice, recognising verbal and non-verbal communication cues.
- Ensure appropriate parental agreements and consent forms for intimate care are in place, signed and reviewed regularly.
- Liaise with parents/carers where updates or renewals of agreements are required.
- Provide guidance and practical support to staff on delivering intimate care safely and appropriately.
- Support training of staff in relation to dignity, safeguarding, hygiene and infection control.
- Monitor adherence to agreed intimate care procedures and escalate concerns where necessary.
- Maintain accurate records in line with safeguarding and compliance expectations.

4. Care Plan Coordination, Training & Staff Competency

- Track which staff are trained and confident to deliver specific care plans.
- Liaise with the specialist nursing team regarding training requirements, updates and identified competency gaps.
- Coordinate training schedules and ensure appropriate staff attendance.
- Monitor refresher training cycles and ensure compliance.
- Maintain an up-to-date overview of staff competency in relation to medical procedures.
- Ensure care plan information is shared appropriately with relevant class teams.
- Escalate gaps in training, competency or compliance to leadership.



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

5. Communication & Liaison

- Act as a key non-clinical liaison between school and the specialist nursing team.
- Work collaboratively with therapists and class teams to ensure safe implementation of medical and care plans.
- Communicate sensitively with parents/carers regarding medication, documentation and care updates.
- Support safeguarding procedures where medical or welfare concerns arise.

Safeguarding

The postholder will:

- Promote the welfare and safety of pupils at all times.
- Adhere to safeguarding, health and safety, infection control and intimate care policies.
- Report concerns immediately in line with statutory guidance.

Person Specification

Essential

- Experience working with children or young people with complex SEND.
- Knowledge of first aid procedures and qualified first aider or willing to complete training.
- Understanding of confidentiality, safeguarding and medical compliance requirements.
- Strong organisational skills and attention to detail.
- Ability to remain calm and professional in regulated and dysregulated environments.
- Clear written record-keeping skills.

Desirable

- Previous experience in a specialist school or healthcare setting.
- Experience supporting non-verbal pupils.
- Experience coordinating medical documentation or care plans.



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

Points for Applicants to Consider

This is a highly specialised environment. Applicants should carefully consider the following:

- Pupils may communicate distress non-verbally through behaviour, physiological signs or withdrawal.
- The environment can include sensory sensitivities, dysregulation and high-intensity moments.
- Intimate care is delivered daily and requires professionalism, discretion and safeguarding awareness.
- Medical needs can range from epilepsy management (under nursing guidance) to complex medication routines.
- The role requires assertiveness when chasing documentation or ensuring compliance, while maintaining positive relationships with families.
- Emotional resilience, vigilance and strong communication skills are essential.

Visits to the school are encouraged, please arrange by emailing bridge@riversidebridge.com.

Additional Information

This job description outlines the main responsibilities of the role but is not exhaustive. The postholder may be required to undertake additional duties appropriate to the level and responsibility of the post, as directed by the Deputy Headteachers, Senior Deputy Headteacher or Headteacher.

Riverside Bridge School is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for any successful candidate.

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.