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**JOB DESCRIPTION**

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| **TITLE:** | HEALTHCARE ASSISTANT |
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| **SCHOOL:** | Icknield Primary School |
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| **RESPONSIBLE TO:** |  |
|  |  |
| **GRADE:** | L3 |

**PURPOSE OF POST:**

To provide support for pupils with a medical condition, to ensure that service user’s with medical conditions, of both physical and mental health, are supported in school so that they can play a full and active role and achieve their potential. Safe administration of medicine of medicine and support as necessary with toileting and feeding

**ORGANISATION CHART:**

Head Teacher

Business Manager

# Current Grade

Administrative Staff

Grade (If Applicable)

Healthcare Assistant

Site Staff & Cleaners

**PRINCIPAL RESPONSIBILITIES:**

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| 1. | Ensure the appropriate booking in and out of pupil medication and controlled drugs, as per the policies and procedures. Ensure the safe storage of pupil medication and controlled drugs. |  |
| 2. | Ensure that the administration of medication and controlled drugs is undertaken as per the pupils needs, their Statement, EHC plan, or appropriate Healthcare Plan. Including drafting Healthcare plans with external agencies as necessary. |  |
| 3. | Accurately communicate verbally, and in writing, to ensure all records are maintained in line with the school’s Policies and Procedures. Maintain School policies in regards to First Aid and administration of medication. |  |
| 4. | Observe, record and report any changes in the pupils conditions and circumstances and ensure that they are reported to senior staff without delay, taking into account severity; urgency; policies; duties and responsibilities to ensure the health, well being and safety of pupils. |  |
| 5. | Provide First Aid and pastoral care and assistance for children who are upset, ill, injured, or require personal hygiene-related care in order to minimise distress. |  |
| 6. | Organise Nurses and NHS visits for vaccinations and other statutory checks. |  |

7. Ensure that you keep up to date with training requirements.

8. Undertake admin responsibilities under the direction of the Business Manager.

**DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** None

**Other:**

Physical Effort:

The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided. The role will also involve, as necessary, dealing with violence and restraining children.

Working Environment:

There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell. The role may involve the use of needles and other medical implements.

**CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual’s responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

**DBS**

**Because of the nature of this job, it will be necessary for the appropriate level of disclosure and barring service check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.** **Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from direct.gov.uk**

**This post is classified as ‘regulated activity’ in accordance with the Safeguarding Vulnerable Groups Act 2006.**

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*‘CVs will not be accepted for any posts based in schools’.*

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required

to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples**  **of how you meet the essential and desirable criteria.** | | | | |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Some experience of working unsupervised as part of a team.  Demonstrable experience of working with children with medical needs. |  | Experience of working in a school environment or equivalent |  |
| **Skills/Abilities** | Able to communicate effectively with young children- able to empathise, counsel and comfort.  Able to obtain, receive, read and complete written records and forms appropriately, including manual and electronic monitoring systems.  Able to dispense medication and controlled drugs, monitor, record, order working within the medication policy of the school.  Able to use own initiative when  reporting concerns and acting on them.  Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English. |  |  |  |
| **Competencies** | Able to demonstrate:  Appropriate motivation to work with young people  ability to form appropriate  relationships with young people  emotional resilience in working  with challenging behaviours  appropriate attitudes to use of  authority and maintaining  discipline. |  |  |  |
| **Equality Issues** | Demonstrable understanding of Equality issues and able to implement them in all aspects of working practice |  |  |  |
| **Specialist Knowledge** |  |  |  |  |
| **Education and Training** | First Aid certificate, or able to train and pass.  To have a willingness to attend relevant courses and a commitment to personal development. |  |  |  |
| **Other Requirements** | Able to undertake manual and handling tasks.  Where applicable, be able to undertake a satisfactory Childcare Disqualification Form, as per the Childcare (Disqualification) Regulations 2009. |  |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998)

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people;
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.