

Job Description

Post title: Healthcare Assistant / First Aid

Reports to: Assistant Headteacher

Location of the post: HCAT The Marvell College

Grade: 3

Main Purpose of the Post

To provide support for students with physical disabilities in mainstream lessons, with access arrangements and personal care needs (including toileting). Assisting students on a one-to-one. Responsibility for all the first aid within the school.

Roles and Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2. To record and maintain all first aid issues with the school. Keeping up to date with relevant first aid legislation and circulate to relevant members of staff.
3. Maintain school accident book and LA accident forms and head injuries forms.
4. Maintain medical information on student forms that are displayed in the medical room.
5. Operates the first aid "on-call" system throughout the school day.
6. Implement and maintain healthcare plans.
7. Contact emergency services and escort child, if necessary to the hospital.
8. Co-ordinate team of part-time first aiders.
9. Look after and monitor children's medication including paracetamol, antibiotics, cream, eye drops, etc.
10. To decide the seriousness of injuries and illnesses for students and make the appropriate provision in the case of an emergency in consultation with named safeguarding staff.
11. On-going contact with parents advising when children have had head injuries, accidents, feeling ill and give them permission to go home.
12. Maintain the environment in the medical room and attached toilets. Maintain and stock first-aid boxes throughout the school located in classrooms and used on trips and visits.
13. Assist a team of Pastoral Support Assistants and reception staff to maintain in school stock of items of clothing that is lent to students, including washing/ironing clothing in school. Sending letters to parents/carers of students who have not returned borrowed uniform.
14. Work alongside pastoral teams to provide support for social, emotional, and mental health.

15. To fulfil statutory duties in relation to recording and maintaining log of health and safety and pupil data including Riddor.
16. To provide pastoral leaders with summary data on pupil health, safety, and welfare.
17. To forge strong links with public health and other organisations to broker support and signpost for further information.

Responsibility

1. Responsibility for Staff:

Coordinates with part-time team of first aiders (to cover in his/her absence).

2. Responsibility for Customers/Clients:

All school staff, pupils, parents, governors, and visitors. The postholder will be the first point of contact for parents in matters relating to first aid.

3. Responsibility for Budgets:

The ordering and stocking of all first aid boxes and the first aid room with a budget of £500 per annum.

4. Responsibility for Physical Resources:

The basic maintenance and cleanliness of the first aid room and designated toilets. Secure care pupil medication. Stock of all first aid materials. First aid kits.

Decision Making

Contact with children

This post involves contact with children in a school setting and has safeguarding responsibilities.

Contacts and Reason for the Contact:

1. Within the School

Students in their daily care.

2. Within the Trust

Educational support staff and educational support services.

3. With External Bodies to the Academy

Local Health Authorities. Community representatives. Public services.

Risks to health

Physical demands – low risk

Working conditions – low risk

Emotional demands – low risk

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	<p>Current 4-day First Aid at Work certificate.</p> <p>Good standard or general education including literacy and numeracy skills.</p>	<p>AF/C</p> <p>AF/C</p>	NVQ or BTEC Level 2 in Health and Social Care.	AF/C
EXPERIENCE	<p>Experience working with families and young people.</p> <p>Experience in caring for young people.</p>	<p>R/I</p> <p>R/I</p>	Experience working within an educational environment.	AF/I
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	R/I	<p>A knowledge of Health and Safety.</p> <p>A knowledge of First Aid.</p>	<p>AF/I</p> <p>I/C</p>
SKILLS	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	<p>R/I</p> <p>R/I</p>		

	<p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.</p> <p>Ability to manage workload.</p> <p>Ability to ensure the dignity of students is priority.</p>	<p>R/I</p> <p>R/I</p> <p>R/I</p>		
PERSONAL QUALITIES	Ability to understand and relay basic medical conditions.	R/I	Ability to use IT systems for communication purposes.	AF/I
OTHER REQUIREMENTS	To communicate with students, work colleagues, parents and carers whilst taking time to listen. To relay concerns quickly and clearly and agreeing outcomes and acting upon.	R/I		

*Key: AF=application form; I=interview; T=test; P=presentation; R=references; C=certificates