

RGS WORCESTER JOB DESCRIPTION

Post: Healthcare Practitioner

Responsible to: Line Manager: Headmaster's PA
(Frequent liaison with the Assistant Head for Pastoral)

Hours of Work:

Part-Time - Tuesday to Friday 8.00 am – 4.30 pm with 1/2 hour unpaid for lunch (to be taken between 12 and 12.30 pm) although consideration will be given to this post being full-time (term time only, on the published School calendar dates) for the right candidate.

Term time only plus INSETS when the training being given is applicable to this position. The Healthcare Practitioner is expected to manage their own time, working flexibly to meet the needs of this position. Overtime will only be paid if authorised in advance. You will work independently one day per week and alongside our very experienced Senior School Nurse three days per week.

Benefits:

Contributory defined contribution pension scheme, private medical cover, staff discount. Free school lunches are currently available during term time plus use of the School's gym following induction and access to our Health and Wellbeing programme Health Assured providing a 365 days 24/7 support line.

Medical

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To accompany pupils, where the need arises, to hospital and remain with them until parents arrive.
- To be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill. To liaise with the Senior Nurse and inform the Assistant Head (Pastoral) in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the staff and pupils, and communicate with parents as appropriate.
- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Assistant Head (Pastoral).
- To assist the Senior Nurse and Assistant Head (Pastoral) in producing Risk Assessments and Individual Health Care Plans for pupils with specific mental health and medical needs in conjunction with parents.
- To meet with pupils returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the Assistant Head (Pastoral) and Senior Leadership Team as required.

- To assist with the delivery of the First Aid content of the School's PSHCE programme as and when requested.
- To assist the Senior Nurse in making arrangements for vaccination sessions held by the Local Authority for the relevant age groups of pupils, assisting with the necessary communications and ensuring appropriate records are completed and retained.
- To enter pupil medical information into iSAMS, maintain accurate records in accordance with new and changing medical needs, and with guidance from Senior Nurse inform staff of relevant information, including for all school trips.
- To keep an up-to-date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and help prepare the report to the Health and Safety Committee.
- To carry out regular stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To assist the Senior Nurse in maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- To take responsibility for the suite of rooms, including the medical room and staff kitchen area, and ensure these are kept clean and tidy.
- To assist the Senior Nurse in arranging for the annual flu vaccinations for those staff who wish to participate.
- To maintain confidentiality of information acquired while undertaking duties for the School.

Pastoral:

- To act as a listening ear for all pupils and communicate any concerns to the Pastoral Team.
- To support pupils returning to school after a period of absence, for example, with monitored eating arrangements or in the provision of a safe area.

Other:

- To organise and redistribute as required Lost Property.
- To be responsible for own continuing self-development, undertaking training in both medical and pastoral areas and participating in annual appraisals.
- To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing, covering reception. As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work overtime. This will be agreed in advance with your line manager.

Person Specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Experience of basic First Aid.</p> <p>Able to work calmly in a high-pressure environment.</p> <p>Excellent verbal and written communication skills.</p>	<p>Experience of First Aid in a school environment.</p> <p>Experience of working with young people.</p>	Application form / interview.
Education and Training	<p>Good general education to GCSE or A level or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications.</p> <p>Up-to-date recognised First Aid certificates.</p> <p>Experience of working in a healthcare setting.</p> <p>Health and Social Care Level 4 qualification.</p>	<p>Attainment of any other health-related qualifications, particularly any involving child mental health and physical health issues at NVQ level and above.</p> <p>Experience of working within the education sector.</p>	Application form / certificates.
Special Knowledge and Skills	<p>Ability to maintain detailed and accurate records.</p> <p>Excellent administrative skills.</p> <p>Proficiency in Microsoft Office software.</p>	<p>Defibrillator training.</p> <p>Knowledge of local health professionals and the services they offer.</p>	C.V. / certificates / interview.
Other Skills and Abilities	<p>Confident, self-motivated and reliable.</p> <p>Patient and friendly approach.</p> <p>Ability to establish a rapport with young people and their families.</p>	<p>Ability to liaise effectively with a range of health professionals.</p>	Interview.