



# HEALTH CARE ASSISTANT (HCA) JOB DESCRIPTION

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## ABOUT CATS LONDON

CATS College London offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work in our beautiful periodic buildings studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

You will work as College Health Care Assistant assessing, providing treatment and supporting students according to the College's Medical Care Policy.

## REPORTS TO

You will be directly responsible to the Assistant Principal Welfare, Safety and Accommodation. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

- Manage the sick bay (keep it clean, change and make beds)
- Make students comfortable at the sick bay when they are feeling unwell and being monitored (arrange and offer them meals and drinks if required)
- Order medical stock
- Monitor, stock and store medication safely
- Assist with data entry
- Administer medication
- Assist with Doctor's Registration for new students
- Assessing medical needs of students, giving treatment and supporting students according to the college's medical care policy
- Answer telephone calls from staff, students and respond to emails from doctor's surgeries and other agencies
- Book appropriate medical appointments for students
- Accompany under 16 year old students to Doctor's, Dental and Optician's appointment
- Assist with the day-to-day running of the Medical Room

You will maintain standards of ethics and behaviour in and out of school.  
In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks.

## PERSON SPECIFICATION

The job requires that you have:

- A current DBS
- Willing to take on additional responsibilities
- To be trained in; First Aid, Opus online Medical Training and Health Training
- Effective time management skills;
- Strong communication abilities;
- Great interpersonal skills, both verbal and written
- Good levels of IT literacy;
- Strong presentation skills;
- Clarity of speech;
- A calm and diplomatic approach;

It also requires that you are:

- Non-judgemental and passionate about your work;
- An advocate for cultural diversity and globalisation;
- Willing to play a part in the wider life of the College;
- A good team player, but also able to work autonomously;
- Willing to accept additional responsibilities;
- Good at prioritising conflicting demands;
- Able to meet deadlines;
- Neat, well-groomed and well-presented;
- A strong role model for young people.

## ABOUT CATS COLLEGES

CATS Colleges is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

## AND FINALLY

CATS Colleges are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines.