

# Healthcare Assistant

## Job Description



### At a glance



Term time only  
Full-time 40.5 hours per week  
consisting of 3 x 13.5 hour shifts -  
Tuesday, Saturday and Sunday  
nights 18:00- 07:30 (all on site)



**Reports to:**  
Health Centre Lead

### About the role

#### General duties

- To work within a small team of healthcare professionals and with the School Medical Officer, based in the School Health and Wellbeing Centre, which provides a 24-hour medical service, giving round the clock care to day pupils and boarders (3-20 years old) attending Malvern St James.
- When on duty, the healthcare professional works alone. She may be required to admit girls and care for girls during the sleeping hours.
- To provide pastoral care alongside other members of pastoral and academic staff, as relevant. To identify girls who could benefit from a referral to a qualified counsellor or other therapist.
- As a School Healthcare Assistant you will be expected to use a child-centred approach to work with individuals and encourage responsible attitudes towards health.
- To observe confidentiality at all times according to relevant professional guidelines and provide opportunity for discussion regarding issues of a confidential nature.

#### Clinical Responsibilities

- Maintain computerised records.
- Participate in routine medical examinations and assessments of health status for all new girls to MSJ. Assist in identifying individual needs.
- Administer first aid to pupils and staff when needed in the Health Centre or elsewhere on the School Site.
- Identify emergency situations and act according to School procedure and current nursing practice and guidelines.
- Assess and treat members of staff attending the Health Centre for health issues.
- To provide clinical advice and support for other members of staff; in particular, the Senior Deputy Head, the Head of Boarding and the Headmaster, regarding health needs of individual girls.

**Professional Responsibilities:**

- Complete accurate documentation and maintain medical records. Update computer records.
- Work within policies and procedures of Malvern St James ensuring confidentiality at all times.
- Maintain a safe environment within the workplace at all times, including maintenance and safe storage for equipment.
- Safe administration and storage of drugs according to group directions and medicine policy.
- To attend Safeguarding Training and relevant Inset Days within School, for which advance notice will be given.
- To work in accordance with school procedure for the protection of children.

**Communication**

- Encourage and foster close relationships with colleagues, pupils and their parents, offering help and guidance where appropriate;
- Provide feedback about pupil progress and well-being to the Health Centre Lead in the first instance and the Designated Safeguarding Lead, when concerns are noted;
- Ensure all methods of communication including e-mails, messages, pupil files are kept up-to-date.

**Working with Others**

- Provide an exemplary, professional role model for other practitioners;
- Promote a culture of inclusion and teamwork, liaising with all staff to ensure they are aware of current issues.

**Training and development of self and others**

- Attend Staff Training days and relevant staff meetings as required;
- Take a wide interest in all subject areas and be prepared to further extend knowledge by attending relevant training, including specific required training such as First Aid;
- Actively participate in regular performance management cycles, completing all paperwork to support and identify areas of development and training needs.

**Other Duties**

- Attend INSET, Open Days and other School events, as requested;
- Carry out break and lunch duties;
- Undertake other duties which may be required, to meet the needs of the service.





# Person Specification

## Essential Criteria

- Previous experience working as a Healthcare Assistant
- Administered First Aid at Work
- Previous experience working independently
- Knowledge of Child Development, adolescent health, health promotion and safeguarding.
- Excellent communication, inter-personal and listening skills
- Good organisation skills
- Computer literacy
- Strong prioritisation skills
- Ability to adhere to health and safety guidelines and use equipment safely and responsibly

## Desirable Criteria

- Nursing experience and qualification
- Knowledge of Nursing and supporting Mental Health within a school environment.

