

Job Title	Healthcare Assistant
Job Family	Health and Wellbeing
Line Manager	Lead School Nurse
Key Stakeholders/Internal Customers	Medical and Boarding teams, pupils and staff
Hours	Week 1 - 30hrs Monday to Friday Week 2 - 37hrs Monday to Thursday + Saturday at Repton Prep
Holidays	5.6 weeks holiday, which is included within your salary.
Location	Repton Senior and Prep
Benefits	Employer Pension Scheme Sports Centre Membership

Role Overview

We are looking for a Health Care Assistant to join our team, to support with the smooth and efficient running of the School's Health and Wellbeing Centre. The post holder will assist with the provision of high-quality care to pupils and first aid care to all members of the school community.

Whilst a medical background is not essential, an awareness of the health requirements of young people and experience in providing health care support would be desirable.

The post holder will need to be organised, happy to treat and assess minor ailments and injuries under the direction of the School Nurses and assist with the day-to-day running of the Health and Wellbeing Centre. A caring but firm manner and an ability to understand and help young people would be beneficial.

Role Responsibilities

- To work alongside Health and Wellbeing staff to deliver person centred care
- To help the School Nurse ensure the smooth running of the Medical Room in line with the recommended best practice guidelines from the Royal College of Nursing, Boarding Schools' Association and Department for Education.
- To provide care to sick, injured and distressed pupils in a friendly and caring manner.
- To administer over-the-counter, prescription and controlled medications with guidance from the school nurses, in line with medication administration policy and to ensure that accurate records of these are kept.
- To check all first aid boxes on site, ensuring that the documentation is up-to-date and consumables are in date.
- To assist with preparation, updating and archiving of medical records.
- To support the School Nurse with the data inputting of pupils' medical forms on to their school medical records.
- To hold a valid first aid certificate and be willing to administer first aid as necessary (training will be provided).
- To adhere to individual health care plans for pupils with specific health care needs.

- Be willing to carry out additional medical tasks for pupils with specific health care needs under the guidance of the School Nurse.
- To ensure that medical and sensitive information is kept and shared in accordance with Repton School policies and protocols.
- Maintain and improve professional knowledge and competence, keep up-to-date with relevant clinical and healthcare issues relevant to schools.
- To continuously promote the welfare of children and young people.
- Support and contribute to the School's responsibility for safeguarding pupils, escalating safeguarding concerns appropriately and in a timely manner.
- To keep accurate records of visits to the Health and Wellbeing Centre on School database.
- Ensure that all accidents are recorded on the school system.
- Ensure safe storage, usage and disposal of medical supplies and medications.
- To be responsible for ordering and maintaining medical supplies for the Health and Wellbeing Centre and Boarding Houses and other areas of the school and to invoice appropriately
- To ensure a safe working environment
- To use protective measures and Personal Protective Equipment in accordance with infection control policy and guidance
- Communicate in an honest, open, positive and friendly manner that is appropriate for the age range of the pupils
- Communicate effectively with other team members, healthcare professionals, wider school staff, parents, carers and guardians
- Actively assist in the development and maintenance of pastoral care within the Medical Centre and the Boarding houses
- Give accurate and appropriate information to patients and groups within own competence
- Assist in raising awareness of health and well-being promotion.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.
- Performing regular safety checks and maintenance of emergency equipment and supplies in the Health and Wellbeing Centre and around the school site

Person Specification

Criteria	Essential	Desirable	Assessment
Experience	Experience of providing first aid care	Experience of working with young people in a school or educational environment Experience of working in a health care related role	Application form / Certificates
Qualifications	First Aid and/or Medical Training	NVQ or Care Certificate Minor Injury management Safeguarding awareness	Application / Interview/ References

<p>Specialist Knowledge</p>	<p>Understanding of the importance of confidentiality and data protection</p>	<p>Mental health care</p> <p>Sports injuries</p> <p>Infection control</p>	<p>Application / Interview/ References</p>
<p>Skills/Abilities</p>	<p>Good verbal and written communication skills</p> <p>Good organisational and time management skills</p> <p>Experienced and proficient user of IT, particularly Word, Excel, and Outlook</p> <p>Willingness to undertake on-going professional development</p>		
<p>Personal Attributes/Competencies</p>	<p>Discretion in dealing with sensitive and confidential information</p> <p>Enthusiasm for working with children and young people</p> <p>Able to work calmly under pressure and manage medical emergencies</p> <p>Able to work proactively in a team as well as independently</p> <p>Empathy with the aims and values of the School</p> <p>A commitment to safeguarding and protecting children and young people</p>		

	Flexible attitude to role which may require occasional working outside of normal working hours		
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Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton and Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>