

HEALTH CARE ASSISTANT Salary scale – Grade JG3 (Scale Point 14 – 17)

Line Manager – Family Support Advisor

JOB PURPOSE

- To promote and support the school in fulfilling its aims.
- To promote pupil achievement within the school by providing support for pupils', welfare and emotional needs.
- To maintain and monitor the health of pupils in the school setting.
- To be the First Aider at work

DUTIES AND RESPONSIBILITIES

- To provide care and guidance to pupils who are feeling poorly or need medications to be administered.
- To provide care and first aid to pupils and staff following accidents at work; ensuring accident reporting procedures are followed.
- To provide emergency care to pupils as identified within Health Care Plans and in agreement with the main carers of the pupil and the school.
- Implement physical management and initiate care programmes for physically impaired pupils.
- Effectively maintain stocks located around the school of :
 - First aid equipment
 - Hygienic disposal materials for intimate care e.g. gloves, aprons, wipes
 - Protective equipment for cleaning bodily fluids.
- Maintaining good recording systems for the safe control, storage and administration of medications on site; including checking expiry dates and safe disposal.
- In liaison with parents/carers writing and reviewing Care Plans, revising these as new information is provided by health professionals or parents.
- Supporting the organisation and operation of all health clinics within the school.
- Working in co-operation with all staff to ensure pupils return to learning as soon as possible following visits to the Health Care room
- Effectively working in partnership with health and social care professionals involved with the care of the pupils; seeking and giving advice as required.
- Reporting to the Headteacher any concerns around outbreaks of infections and to liaise with the Health Protection Agency as required.
- Acting as a member of the School's Health and Safety committee, reviewing school procedures appropriately to keep everyone safe.
- Preparing refreshments trays for meeting as required.
- To participate in Performance Management arrangements, taking responsibility for identifying training needs and talking these through with the line-manger.
- Participating in all relevant training and development opportunities to further improve the school's provision for our pupils. .
- Undertaking any professional duties as reasonably determined by the Headteacher.