

RAVENSWOOD SCHOOL

PERSON SPECIFICATION – HEALTH CARE ASSISTANT



Attributes	Essential	Desirable
Qualifications	3 or more GCSEs at A – C level including English and Maths. or Adult Numeracy & Literacy at Level 2	NVQ Level 2 or 3 in Care Or
	First Aid at Work	Paediatric First Aid
Experience	Experience in personal/intimate care of others and administering routine medications.	Experience in monitoring health of a child and making safe decisions around administering prescribed medications.
	ICT skills in Word, Excel and Internet	
	Experience in keeping written records and organising files.	Experience in keeping records of care plans/medication and accidents.
Professional Skills	Can take a pulse, measure body temperature.	Can clearly report on health status of a child.
	Able to provide clear and concise oral and written information and to accurately pass on information	Experienced in writing and presenting information to parents and a large number of health professionals.
	Fit to support physically impaired pupils in their physical management programmes and mobility around the school.	Experienced in using hoists and adapted equipment
	Experience in following care plans	Experience in writing care plans
Personal Characteristics	Calm personality, with a sense of humour.	
	Ability to remain calm and act decisively in an emergency	
	Professional/attitude when attending to routine and unexpected situations.	
	Good interpersonal skills with staff, pupils and parents.	