

Job Description

Job Title	Health Advisor
Grade	Level 6 point 20 - 27
Reports to	School Business Manager
Responsible for	N/A
Liaison with	Teachers, support staff, pupils, Health Authorities, Social Services and other outside agencies.
Job Purpose	To effectively take charge of the day-to-day health of each child within the school.
Duties	<ul style="list-style-type: none"> • To take charge of the administration of all medicines in school. • Liaise with staff about individual students • Assist students to be able to engage in learning. • To assist with medical examinations and assessments as required. • To advise and train school staff in specific procedures which they may be expected to carry out in the absence of a trained nurse. • To promote health education in partnership with teaching and support staff. • Keep records of incidents/accidents in line with statutory procedures. • Manage and maintain first aid stock levels throughout the school and order first aid stocks when needed. • Contribute to the planning and deliver the Personal, Social and Health Education curriculum for all students. • Manage and organise in-school vaccinations (by outside agencies). • To collate and manage all staff accident forms and liaise with HR regarding all accidents • To manage and complete risk assessments for pregnant staff and staff returning to work following a period of illness • To take a lead role with relevant outside agencies to promote student wellbeing e.g. diabetic nurses, Child Protection Nurse, Public Health Department etc. • To ensure that the highest possible standards of clinical procedures are maintained. • To liaise with parents and medical personnel. • To work within Child Protection Procedures and to liaise with nominated Child Protection Officer. To be aware of Child Protection procedures. • To ensure confidentiality of all medical information. • To ensure up-to-date clinical and professional practice is maintained. • To provide first aid as required. • Undertake any training commensurate with the post. • Organise drop-in clinics for students with community

	<p>nurse.</p> <p>Any other duties as decided by the Headteacher to meet changed circumstances in a manner compatible with the post.</p>
General	<ul style="list-style-type: none"> • <i>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</i> • <i>To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace</i> • <i>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</i> • <i>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</i>

PERSON SPECIFICATION – Health Advisor

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Nursing qualification Educated to NVQ level 3 Demonstrate relevant experience Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Relevant legislation, e.g. Children Act and Child Abuse legislation Excellent knowledge of First Aid
	Literacy	Clear and concise written and oral skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use technology relevant to role
Communication	Written	Ability to complete detailed reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the Unit's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Good understanding of the school curriculum
	Child Development	Good understanding of children development
	Health & Well being	Understand the importance of physical and emotional wellbeing and the safety of children
Working with others	Working with partners	Use own initiative towards the contribution of the team supporting children, their families and carers
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role