

Job Description

Job Title	HEALTHCARE ASSISTANT
Grade	<i>2020 Scale 3</i>
Reports to	<i>Headteacher/Assistant Head Teacher</i>
Liaison with	<i>Teaching Staff Other staff at School Parents Outside Agencies e.g. Doctors, Social Services</i>
Job Purpose	To work as a member of the Childcare team, in accordance with the school's policies, and under the direction of senior staff.
Duties	<ul style="list-style-type: none"> · To administer OTC, prescription, and controlled drug medications. · To check all first aid boxes on site, ensuring that documentation is up-to-date, and consumables are in date. · To order supplies. · To assist with preparation, updating and archiving of medical records. · To maintain current own First Aid Qualification and mandatory training. · To communicate as appropriate with the SLG and parents · To be aware of, and implement, routine procedures as outlined in the School's policies. · To adhere to individual health care plans for pupils with specific health care needs. · To support the holistic wellbeing of all pupils actively. · To run first aid clinics, providing advice, treatment and medication where necessary, and onward referral to other members of the surgery team when appropriate. · To assist with organising and co-ordinating immunisations. · Uphold medical confidentiality in line with legal duty of confidentiality to pupils and maintain medical records accurately. · Ensure that all dispensed treatment given, and supplies used are recorded. · 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.

General	<p><i>(there are some general statements which should be in all job description):</i></p> <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>

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General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in working with/caring for people with special needs Experience in working with/caring for children and young people Ability to administer medication Relevant qualifications, e.g. NVQ in Childcare Level 2 or similar First Aid qualification or willingness to undertake training to achieve
	Knowledge of relevant policies and procedures	Relevant legislation, e.g. Children Act and Child Abuse legislation First Aid
	Literacy	Clear and concise written and oral skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Good basic office administration and IT skills.
Communication	Written	Excellent communication terms
	Verbal	Ability to exchange verbal information clearly with children and adults
	Languages	Appropriate language/communication skills
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the unit's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the school curriculum
	Child Development	Understanding of the way in which children develop and suggest ways of improvement
	Health & Well being	Understand the importance of physical and

		emotional wellbeing and the safety of children
Working with others	Working with partners	Understand the role of others working in the unit
	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 other adults in the unit
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills Ability to work effectively both in collaboration with others and independently, using own initiative.
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic 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