

The Royal Alexandra and Albert School

Health Centre Assistant Job Description



Job Title: Health Care Assistant

Reporting to: Health Centre Manager

Information on RAAS Health Centre

The Health Centre is a busy 6 bedded facility that cares for the needs of pupils and staff at the Royal Alexandra and Albert School. It provides cover 24 hours a day 7 days a week during term time. We have recently moved to a new location offering a comfortable home from home environment for our students with additional facilities to support the well being of the Health Centre team.

We have a GP who holds surgeries in the Health Centre one a week, the school also has its own counselling service which is based in the Health Centre.

The Health Centre at the Royal Alexandra and Albert School prides itself on providing medical care to support the whole school community. We are currently progressing through a period of development and are seeking to appoint dedicated and caring professionals to join our Health Centre Team.

The aim of the Health Care Assistant (HCA) role is to be part of the team providing care to our students and staff. This includes mental and physical first aid to our pupils in particular, performing administrative tasks including maintaining accurate electronic clinical records.

Relationships: The HCA reports to the Health Centre Manager and will work closely with the Health Centre team, boarding houses, the wider pastoral team, staff and parents. The Health Centre team strives to maintain positive and supportive relationships with the wider school community and therefore good communication skills, an ability to work flexibly in a team and a sense of humour are essential.

Hours: 24 hours (Monday, Wednesday and Friday 1200-2000 plus 1 in 3 Saturdays 0730-1530). There is also the possibility to take on some overnight on-call shifts. The role is term-time only. Shifts cover the opening hours of the Health Centre which are currently 0700-2000 (Monday to Friday) and 0730-1530 Saturdays.

Key Responsibilities

Medical and First Aid

- Providing first aid and emergency care to all members of the community and visitors whilst on site
- Assessment and treatment of minor injuries and illness of our students with supervision and support from the Registered Practitioners



Ambition



Courage



Integrity



Respect

- Administer prescribed and over the counter medication to students following the school administration of medication policy
- Maintain safe storage and disposal of medication and supplies
- Arrange medical appointments
- Where indicated to act as an escort for off site medical appointments.
- Work with boarding house staff to arrange for boarding pupils to attend medical appointments and arrange transport
- Maintain Health Centre stock and provisions and ensure it remains hygienic and tidy
- Assist in carrying out child and adolescent surveillance programmes in conjunction with the rest of the nursing and medical team
- Operate procedures for the control of infectious diseases

Communication and Record Keeping

- Maintain medical records accurately, confidentially, safely and in a timely manner in line with school policies
- Administration of medical information for school trips
- Work closely and collaboratively with other members of the Health Centre team and the wider pastoral team
- Maintain strong links with parents ensuring they are updated regularly when appropriate
- Ensure medical confidentiality is maintained as per policies and any concerns are shared with the Health Centre Manager
- Reporting any maintenance issues via the online reporting system and informing the Health Centre Manager as soon as possible

Pastoral Support

- To be a listening ear and often a 'first port of call' for pupils, signposting support and passing on concerns to the appropriate people as necessary
- To ensure in-patients receive appropriate care and nutrition and are monitored appropriately during their stay

Health Promotion

- To promote health promotion to the school community in all that we do and assist the registered practitioners in monitoring and surveillance of our students
- Keep up to date with current health promotion initiatives

Other

- The post holder may be required, within reason, to perform duties other than those given in the job description for the post
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the School
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.



Ambition



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Integrity



Respect

Person Specification:

Attributes

- The ability to interact effectively with all members of the school community, combining confidence and assertiveness in a calm, courteous and professional manner
- Flexibility in approach to people and to working arrangements
- Able to respond calmly, quickly and willingly to urgent and unexpected situations.
- Willingness to attend appropriate on-going training/updating, which may include the occasional Inset day which may occur prior to the start of a term.

Skills, Qualifications and Experience

- Previous experience working as a healthcare professional, as is previous experience working with children and young people is desirable.
- A valid First Aid at Work certificate (HSE recognise) or to take an appropriate course within three months of taking up the post
- Maintain and enhance professional development in areas relevant to the role
- Maintain and develop understanding of common illness and injuries
- Experience with mental health an advantage
- Clean, valid driving licence (desirable)
- Ability to use computer databases and programmes
- Knowledge of safeguarding children
- Good written English for maintenance of accurate medical records

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect