



JOB DESCRIPTION

Job Title:	School Health Care Assistant	Department:	Pastoral and Welfare Team
Hours of Work:	Tuesday, Thursday, and Friday, 08:00 - 16:00 (Term Time Only)		
Responsible To:	School Nurse	Responsible For:	N/A

Summary of Role

The School Health Care Assistant will support the health and well-being of students by providing first aid, assisting with medical needs, and working closely with the School Nurse to ensure a safe and caring environment. This role requires excellent communication skills, attention to detail, and a compassionate approach to working with children and young people.

Principal Responsibilities

- **First Aid & Medical Support:** Provide first aid to students and staff, responding promptly and effectively to medical incidents in accordance with school policies.
- **Medication Administration:** Assist in the administration of prescribed medications to students, ensuring correct dosages and record-keeping in line with safeguarding and medical guidelines.
- **Health & Wellbeing Monitoring:** Observe and report any health concerns to the School Nurse, including minor injuries, illnesses, and overall student wellbeing.
- **Medical Record Management:** Maintain accurate and up-to-date medical records for students, ensuring confidentiality and compliance with data protection regulations.
- **Supporting Medical Appointments:** Assist in accompanying, arranging and coordinating medical appointments for students when required.
- **Parental & Staff Communication:** Liaise with parents, carers, and staff regarding students' health concerns, ensuring clear and professional communication.
- **Infection Control:** Support infection control measures, ensuring cleanliness and hygiene in the medical room and assisting with health education initiatives.
- **Emergency Support:** Be a point of contact in medical emergencies, supporting staff and emergency responders as required.
- **General Administrative Duties:** Support the School Nurse in maintaining stock levels of medical supplies, updating health care plans, and assisting with medical screenings or vaccination programmes.
- **Safeguarding:** Ensure all interactions with students comply with the school's safeguarding policies and procedures.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • First Aid qualification (or willingness to undertake training) • Ability to remain calm under pressure and respond effectively to medical incidents • Excellent communication and interpersonal skills • Strong organisational and administrative skills, with attention to detail • Ability to maintain confidentiality and sensitivity when dealing with student health matters 	<ul style="list-style-type: none"> • Previous experience as a Health Care Assistant or similar role • Experience working in a healthcare or school environment • Knowledge of child health and medical conditions commonly seen in school settings • Understanding of health and safety regulations in a school environment • Experience using medical record systems or databases
Personal Behaviours	
<ul style="list-style-type: none"> • Committed to providing compassionate and professional care to students. • Dedication to promoting the health and well-being of the school community. • Demonstrates empathy, patience, and a nurturing approach in all interactions. • Maintains confidentiality and upholds the highest standards of professionalism. • Works collaboratively as part of the school's pastoral and medical teams. • Adapts to the needs of students with a caring and proactive attitude. • Committed to continuous learning and professional development in healthcare. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	<ul style="list-style-type: none"> • Previous school safeguarding knowledge or experience

Terms and Benefits

- **Working hours.** Tuesday, Thursday, and Friday, 08:00 - 16:00 (Term Time Only)
- **Salary.** £26,052.00 prorated to 0.44 FTE (£11,462.88)
- **Pension.** The successful candidate will be auto enrolled into the School's pension scheme.
- **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Professional Development:** Training opportunities in first aid and health-related courses