



JOB DESCRIPTION & PERSON SPECIFICATION

SCHOOL: The Marvell College **GRADE: 3**

JOB TITLE: Healthcare Assistant/
First Aid **DATE PREPARED: July 2016**

EVALUATION DATE: **JE NUMBER:**

EQUALITY AT WORK:

At The Marvell College we are committed to meeting the Public Sector Equality Duty (PSED) requirements and have due regard for the need to eliminate all forms of discrimination, promote and advance equality and foster good relations with all stakeholders.

This is reflected in our vision to be “A restorative and inclusive community, working together to achieve excellence for children” and our PRIDE values (Polite, Restorative, Inclusive, Determined, Excellence).

Our school aims to meet its obligations under the public sector equality duty by having due regard of the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

PURPOSE:

Provide support for students with physical disabilities in mainstream lessons, with access arrangements and personal care needs (including toileting). Assisting students on a one to one (Toe by Toe). Responsibility for all the first-aid in the school. Operates first aid “on-call” system throughout the school day.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults (<i>Service Area to include where appropriate</i>)
2.	To record and maintain all first aid issues within the school. Keeping up to date with relevant first aid legislation and circulate to relevant member of staff.
3.	Maintain school accident book and LA accident forms and head injuries forms. Maintain medical information re: individual students forms displayed in medical room. Operates first aid “on-call” system throughout the school day. Implement and maintain healthcare plans.

4.	Contact emergency services & escort child, if necessary, to hospital.
5.	Co-ordinate team of p/t first aiders. Look after and monitor children's medication including: paracetamol, antibiotics, cream, eye drops.
6.	To decide the seriousness of injuries and illnesses for students and make the appropriate provision in the case of an emergency situation in consultation with named safeguarding staff.
7.	On-going contact with parents advising when children have head injuries, accidents, feeling ill & give them permission to go home.
8.	Maintain the environment in the medical room and attached toilets. Maintain & stock first-aid boxes throughout the school located in classrooms and used on trips & visits.
9.	Assist team of Pastoral Support Assistants and reception staff to maintain in school stock of items of clothing (lent to students) including washing/ironing clothing in school. Sending letters to parents of students who have not returned borrowed uniform.
10.	Work alongside pastoral teams to provide support for social, emotional and mental health.
11.	To fulfil statutory duties in relation to recording and maintaining log of health and safety and pupil data including Riddor.
12.	To provide pastoral leaders with summary data on pupil health, safety and welfare.
13.	To forge strong links with public health and other organisations to broker support and signpost for further information.
14.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the college, as your employer and you as an employee of the college. In addition to the college's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of HCAT are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Partner areas.	

DIMENSIONS:	
All sections should be completed – if there aren't any state 'none'	
1. Responsibility for Staff:	Coordinates with p/t team of first aiders (to cover in his/her absence)
2. Responsibility for Customers/Clients:	All school staff, pupils, parents, governors and visitors. The post holder will be the first point of contact for parents in matters relating to first aid.
3. Responsibility for Budgets:	

The ordering and stocking of all first aid boxes and the first aid room with a budget of £500 per annum

4. Responsibility for Physical Resources:

The basic maintenance and cleanliness of the first aid room and designated toilets.

Secure care pupil medication

Stock of all first aid materials

First aid kits

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Students in their daily care

2. With Any Other Council Areas

Educational support staff and educational support services

3. With External Bodies to the Council

Local Health Authorities

Community representatives

Public services

ORGANISATION CHART:

Headteacher

Assistant Headteacher

Healthcare Assistant / First Aid

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	NVQ or BTEC Level 2 in Health and Social Care		✓	AF / CQ
	Current 4 day First Aid at Work certificate	✓		AF / CQ
	Good standard of general education including literacy and numeracy skills	✓		AF / CQ
2.	Relevant Experience:			
	Experience working with families and young people	✓		R / I
	Experience in caring for young people	✓		R / I
	Experience working within an educational environment		✓	AF / I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		I / R
	Ability to form and maintain appropriate relationships and personal boundaries with children	✓		I / R
	Ability to manage workload	✓		I / R
	Ability to ensure the dignity of students is priority	✓		I / R

PERSON SPECIFICATION		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>				
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		I / R
	A knowledge of Health & Safety		√	I / AF
	A knowledge of First Aid		√	I / QC
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	√		I / R
	Ability to understand and relay basic medical conditions	√		I / R
	Ability to use IT systems for communication purposes		√	AF / I
	Written Skills			
	To ensure all records are kept up to date ensuring the latest regulations are followed. To ensure written reports are completed and forwarded to line manager, staff, parents and carers regarding any concerns as they arise.	√		I / R
6.	Verbal			
	To communicate with students, work colleagues, parents and carers whilst taking time to listen. To relay concerns quickly and clearly and agreeing outcomes and acting upon.	√		I / R
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	Competencies: Not applicable			
8.	Additional Requirements:			
	If there aren't any state 'none'		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to The Marvell College obtaining a satisfactory Enhanced & Barring List Disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).	√		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√	N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)