Model Job Description: Healthcare Assistant - Welfare and SEN Assistant

School: The Wyvern School

Grade: Kent Range 5

Responsible to: Deputy Headteacher

Job Purpose:

To provide administrative and organisational support for medical and first aid needs across the school.

Key duties and responsibilities:

1. To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate
2. Maintain, update and share medical care plans, effectively liaising with class teachers, parents and NHS colleagues.
3. Under the direction of the Deputy head teacher/ assistant head teacher, undertake routine liaison with external agencies and parents / carers
4. Ensure the ordering and dissemination of appropriate medical and first aid supplies across the school.
5. Keep up to date records of medication administration and care plans using Medical Tracker.
6. Organise and oversee the first aid and some medical training (not provided by NHS nurses) of staff as required.
7. In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes, height and weight checks etc. Arrange in- school appointments with visiting medical / therapeutic practitioners for staff and students.
8. Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy
9. To provide first aid to pupils and staff, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required. To monitor, order and distribute medical supplies as required
10. To collate welfare and medical data producing routine reports and preparing statistical returns as requested

In additional all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to a designated safeguarding lead and/ or headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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| *Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post*. |

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Person Specification: Welfare and SEN Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | CRITERIA |
| QUALIFICATIONS | NVQ Level 2/3 |
| EXPERIENCE | Proven administration experience  Paediatric or learning disability experience in a clinical setting |
| SKILLS AND ABILITIES | Ability to work in an organised and methodical manner and maintain accurate records  Ability to convey information clearly and accurately orally and in writing to a range of people  Ability to take personal responsibility for organising day to day workload  Ability to work effectively and supportively as a member of the school team, liaising with other colleagues including NHS school nurses.  Able to deal calmly, tactfully and effectively a range of people  Ability to show sensitivity and objectivity in dealing with confidential issues |
| KNOWLEDGE | Demonstrate a basic understanding of the work of a school  Demonstrate an understanding of SEN, medical and welfare issues in a school setting  Knowledge of a range of computer applications – including work Word / Excel.  Demonstrate an understanding of confidentiality and child protection issues in a school setting |