

Job Description

Job Title	Health Care Assistant
Reports To:	Medical Centre Clinical Lead
Job Purpose	
To support the delivery of high-quality healthcare to students in a boarding school environment by assisting with routine medical care, administrative tasks, and the general well-being of students. The Health Care Assistant works under the supervision of the Lead Nurse and contributes to the efficient running of the school's medical centre.	
Key Duties and Responsibilities	
Clinical Duties - Carry out health checks for new students, including recording medical history, measuring height/weight, vision screening, and assisting with immunisation records. - Provide basic wound care, including cleaning, dressing minor injuries, and monitoring the healing process under the guidance of the nurses. - Assist with emergency first aid under the guidance of the nurses on duty. - Assist with daily care of unwell students in the medical centre and boarding houses, including monitoring symptoms and reporting any concerns to the nurse. - Support monthly medication audits, ensuring supplies are up to date, properly stored, and accounted for. - Complete monthly checks with the students who self-medicate. - Maintain a clean, safe, and well-stocked medical room, including regular checks of first aid kits around the school. Administrative Duties - Help maintain accurate and confidential student health records, both paper and digital. - Support the nurses in managing medical documentation, correspondence with parents, and appointment scheduling. - Assist with preparation of medical reports, care plans, and incident reports as required. - Liaise with boarding house staff and academic departments regarding students' health needs where appropriate. Teamwork and Communication - Work closely with the medical team to ensure continuity and consistency in student care. - Communicate effectively with students, parents, and staff, always maintaining professionalism and confidentiality. - Participate in team meetings, training sessions, and health and safety updates.	

Person Specification

Essential Requirements

- Previous experience as a Health Care Assistant, preferably with children or young people.
- Basic first aid and wound care skills.
- Good organisational and administrative abilities.
- Excellent communication and interpersonal skills.
- A calm, caring, and approachable manner.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Willingness to work flexible hours, including occasional evenings or weekends as needed.

Desirable

- NVQ Level 2/3 in Health and Social Care or equivalent.
- Experience working in an educational or residential setting.
- Knowledge of safeguarding, child protection, and school healthcare policies.

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.