

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Girls' High School
Department:	Student Support
Post:	Healthcare Support Worker
Grade:	7
Accountable to:	TBC
Responsible for:	N/A
Purpose of Job	
<ul style="list-style-type: none"> ● To provide effective first aid and medical assistance to students and staff throughout the school day during term time. ● To offer an efficient and effective service, maintaining clear accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative. ● Play a key role in the ongoing health and welfare of students and staff across the school. ● To be a key member of the pastoral, health and safeguarding team. 	
Responsibilities	
<p>Provide an effective Health and Wellbeing service to students and staff, including but not limited to:</p> <ul style="list-style-type: none"> ● Being the key first aider for the school during the hours of duty during term time. ● Collect medication from parents for safe storage and administration. ● To ensure the control and disposal of unused medicines. ● To check and replenish, as necessary, all first aid boxes at least once per term, ordering replacement items as necessary. ● To ensure the provision of first aid equipment for school visits. ● To create a rota of additional first aid provision using suitably trained support staff. ● Assist with arrangements for first aid material as necessary. ● Monitor and arrange first aid training for other members of staff as and when required. ● Administer medication to students. ● To initiate individual student healthcare plans, liaise with appropriate pastoral staff to ensure up to date information is maintained regarding care needs. Ensure appropriate liaison with parents when required regarding changes to student needs. ● Liaise with school health teams to administer a regular program of medical, dental, optical and auditory testing and immunisation as required. ● Ensure accident reports and RIDDOR reports are completed in accordance with the Health and Safety Policy and produce accident statistics to the Deputy Head as necessary including gathering and collecting appropriate documentation and statements from injured parties in relation to incidents. ● Arrange for students to go to hospital / home / doctors / dentists as necessary. ● Attend meetings within and on behalf of the school as required. 	

- Assist when the communications with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of medical information for the new intake.
- Keep appropriate records of all medical information and registers of medication administered.
- Complete detailed risk assessment relating to health issues of students.
- Advise and support pastoral and well-being teams on all aspects of health.
- Link closely and advise PSHCE teams around successful delivery of health matters.
- Comply with the school's security requirements in relation to medicines and student information.
- Produce a variety of letters/communications home to families
- Data input
- Provide a friendly, professional and customer focused service to all stakeholders
- To give clear and consistent messages regarding Batley Girls' High School policies and practice to students, parents and carers.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Healthcare Support Worker	Grade: 7
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
The role requires a minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	E	Certificates
NHS HEALTH Care Support NVQ 3/ Health care support services QCF3 or Equivalent.	E	Certificates
First Aid at Work Qualification.	E	Certificates
Experience of working with young people and families.	E	Application Form
Experience of Safeguarding children in Education.	D	Application Form

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills to be able to produce a variety of documentation.	Application Form/ Selection Process
Good IT skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing varied, and sensitive information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for activities as identified.	Application Form/ Selection Process
Makes a contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Organises own workload with minimum supervision and priorities to meet deadlines and meet the needs of the school/ Trust.	Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Selection Process
Consistently performs to the best of their ability in accordance with the	Selection Process



school's/ Trust's policies and procedures and delivers an efficient and effective service.	
Reflects on performance and is committed to improving services.	Application Form/ Selection Process
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve complex problems.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Selection Process
Flexible approach and adapts to change in a positive manner.	Selection Process
Resilient and able to work under pressure.	Selection Process