

JOB DESCRIPTION

Post: Lead Health Care Assistant & Medicine Administrator
Grade: NJE Grade 4 Term Time Only
Section: Support Staff
Reports to: Headteacher

Job purpose:

To support the whole school, to work as part of a team, within the age range 3-18 years. The post holder will work within the team delivering direct and indirect pupil care and education including health care.

Duties and responsibilities:

The lead healthcare assistant and medicine administrator works under the supervision of the headteacher and senior leadership team and alongside relevant external health professionals. The post holder will lead care assistants and education staff to support the medical needs of pupils within the classroom.

Support the pupils by:

- Carrying out specific health care procedures including care of children or young people with a gastrostomy or requiring enteral feeding.
- Assisting with oxygen administration, chest management suction and nebulisers following agreed care plans if required.
- Initiating appropriate action if the condition of the child or young person, as a result of their condition, requires it, including moving and handling.
- Dosing and administration of prescribed medicines.
- Supporting staff to administer emergency medication.
- Responsibility for the collection and safe storage of all medication.
- Supporting medical and therapy staff in school.
- Having knowledge of and being able to use specialist equipment.
- Supporting the maintenance of pupil safety and security.

☎ 0115 9892744
📧 reception@ashlea.notts.sch.uk
🌐 www.ashlea.notts.sch.uk



- Having a knowledge of all roles and responsibilities related to the care and support of pupils.
- Carry out all required medical tasks, following training, to ensure pupils are ready to learn.
- Preparation of learning materials and resources, adapting the environment when necessary under the guidance of the class teacher.
- To lead the moving and handling team; to include leading training of others in moving and handling, using and maintaining moving and handling equipment e.g. standing frames, hoists, wheelchairs etc.
- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Monitor and assist with the implementation of care plans and amending when necessary
- Supporting the pupil to manage their own behaviour in order to access education
- Responsibility for the monitoring and ordering of medical supplies
- To lead on the management of intimate care procedures in school
- To organise health related training and maintain training records for this.
- Lead the first aid team, keeping records relating to first aid administration and training aligned with policy
- Keeping such records of the children's development as are requested by the school.
- Helping and supporting within the team through good working relationships.
- Following educational direction from the class teacher.
- Support pupils to access and engage in educational activities as appropriate.

Support the school and colleagues by:

- Attending mandatory and specialist training sessions to maintain or develop skills.
- Carry out water testing for the hydrotherapy pool as part of a team
- Being aware of schools/health policies and procedures
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Taking an active role in appropriate working parties i.e. health and safety
- Supporting colleagues by having knowledge of what to do when called to assist.



General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding, security, confidentiality and data protection. All staff are responsible for the implementation of the health and safety policy as far as it affects them, colleagues and others who may be affected by their work. The balance of the duties may differ depending on the changing needs of the pupils and the school.

Hours of work:

The working week will be split evenly over 5 days Monday to Friday term-time only.

Education and Knowledge:

- Good literacy and numeracy skills to GCSE grade C (2019 Grade 4) and above or equivalent qualification.
- Good level of ICT knowledge.
- NVQ level 3 in Health and Social Care or equivalent in a relevant health related qualification or be willing to undertake the above qualification following appointment.