

JOB DESCRIPTION

Job Title:	Health Care Assistant
Reporting to:	Head of Specialist Curriculum Line manager - Lead Nurse
Scale:	Support staff pay spine point 18 37 weeks, term time only
Hours:	25 hours a week (Monday – Friday)

Job Summary:

To main purpose of this role is to:

- To work under the direction of the nurse(s) within the SPL nursing team to support post 16 students with special educational needs (SEN) and physical disabilities.
- To provide physical and medical support to post 16 students with special educational needs and physical disabilities.
- To assist the nurse(s) and learning support assistants with all aspects of the personal care needs of post 16 students.
- To monitor and maintain first aid supplies through regular stock checks.
- To monitor and maintain the safety and hygiene of all specialist equipment (e.g., hoists, slings etc.).

Job Content:

- To assist the nurse(s) and learning support assistants with specific medical care needs for students, once appropriately trained.
- To assist the nurse(s) and learning support assistants with all aspects of the personal care needs for students.
- To be responsible for the timetabling and monitoring of physiotherapy sessions. To attend physiotherapist clinics held at college and assist students with their regular physiotherapy sessions.
- To oversee and monitor the first aid boxes across the whole college.
- To be responsible for monitoring the safety and hygiene of all specialist equipment (e.g., hoists, slings etc). This will include charging; cleaning; carrying out regular safety checks; ensuring that servicing is carried out in accordance with the legal requirements; keeping up to date records.

- To liaise with a range of outside agencies as required and assist in the arranging and running of specialist clinics within the college (e.g., Occupational Therapy, Wheelchair Services, Orthotics).
- To be responsible for monitoring, naming and replenishing the individual equipment (e.g., syringes) required for students who are gastrostomy fed.
- To be responsible for carrying out regular stock checks of all supplies required by the medical team (e.g., first aid, syringes, gloves) and ensuring stock is kept at an appropriate level.
- To ensure that all interventions with students are recorded appropriately (e.g., recording sheets, individual student files).
- To be responsible for the daily monitoring of specialist medical areas and ensuring they stay clean, tidy and functional (e.g., re-stocking, emptying clinical waste bins, wiping down/sterilising specialist equipment).
- To ensure filing is kept up to date and to complete archiving tasks as required.

Other key duties:

- To maintain a high level of awareness of the principles of safeguarding and child protection as they apply to vulnerable groups.
- To understand the duties and responsibilities arising from College policies and procedures relating to Safeguarding and Child Protection.
- To maintain an appropriate working environment in accordance with the College's Health and Safety Procedure.
- To participate in the Staff Appraisal system, attending training sessions as appropriate.
- Such other duties as may reasonably be allocated within the purview of the post by the Head of College or Vice Principals.