



## Job Description

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| <b>Job Title:</b>      | <b>Health Care Assistant</b> |
| <b>Department:</b>     | <b>Health Centre</b>         |
| <b>Responsible to:</b> | <b>Health Centre Manager</b> |
| <b>Last reviewed:</b>  | <b>February 2020</b>         |

### Job Outline:

The HCA will be a member of the Health Centre team who provide 24 hour care during term time. The primary objective of the role is to support the trained nurses in the provision of nursing care for Haileybury pupils and in setting a high standard of nursing practice in both management of acute and ongoing medical conditions.

Please note that all duties undertaken by the job holder must be carried out efficiently, effectively, within deadlines and to standards acceptable to the College's management team.

### Duties:

- To work as part of a team that provides advice to pupils on a wide range of conditions including, but not limited to, asthma prevention and management, travel advice (including vaccination clinics), sexual health, nutrition and smoking cessation.
- To maintain accurate records in the administration of medication under the supervision of the trained nurses.
- To support in the maintaining of stock control and the ordering of medication and equipment
- To educate and support pupils taking regular prescription medication to achieve maximum compliance.
- To work as an effective member of a multi-disciplinary team, to share knowledge and experience in order to promote best practice and to encourage good communication and working relationships within the team.
- To provide, under supervision, accurate and meaningful information and advice to other disciplines on the care of pupils at school and home.
- To maintain and develop an important role in pastoral care of pupils, with the support of the nurses, medical officer, chaplain, school counsellor and teaching staff.
- To assist the medical officer as required by acting as a chaperone for pupils when required
- To communicate effectively with, parents, guardians and house masters/ mistresses regarding pupil's health and wellbeing in accordance with the NMC Code of Conduct regarding confidentiality.

- Except where such information is in the public domain, to maintain a code of confidentiality commensurate with the role, with regard to the business affairs of Haileybury and its stakeholders.
- To maintain accurate and complete records and statistics to the required standard for evaluation of the service and to ensure patient confidentiality is maintained.
- To ensure as far as possible the safety and welfare of pupils and staff.
- To keep the Health Centre Manager up to date about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To fully utilise all appropriate I.T. systems in order to complete duties in the most effective manner.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
- To be loyal to the stated aims and objectives of the College and may not engage in any outside activity which, in the reasonable view of The Bursar, might interfere with the efficient discharge of your duties or is in conflict with the interests of the College. The use of the College's name in a private capacity requires the prior permission of The Bursar, for example its use in media publications.
- To abide by the Charter, Statutes and Bye-laws of Haileybury and Imperial Service College together with the regulations currently in force and in accordance with such orders and amendments to those regulations that may from time to time be made by Council.
- To undertake your responsibilities to promote the safety and wellbeing of children and young people.
- You are required at all times to carry out your duties in a manner which neither endangers yourself nor other people and if you consider something is unsafe or likely to cause injury or ill health, you must rectify it or report it to the Health Centre Manager. You should read and understand the Employers Policy Statement on Health and Safety at Work, which is available at your place of work.
- To undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords.
- Any other reasonable duties as required to ensure the smooth running of the Health Centre.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

## **Person Specification**

### **Essential**

#### **Skills:**

- demonstrates high level of integrity;
- open, warm and friendly;
- smart appearance;
- honest, polite, reliable, resourceful and committed;
- well organised and enthusiastic;
- self-starter who is committed to learn and update their knowledge and skills through regular CPD;
- team player, flexible, self-motivated with a positive attitude;
- able to work on own initiative;
- a facility for detail;
- demonstrates and applies the ethos of confidentiality;
- excellent interpersonal skills at all levels.
- a good knowledge and command of the English language;
- computer literate - a working knowledge of MS Office (Word, Excel and Outlook);
- the ability to build, develop and maintain professional relationships;
- the ability to work in a way that promotes the safety and wellbeing of children and young people.

### **Desirable**

#### **Experience:**

- experience of working in a school or other educational institute.

#### **Skills:**

- familiarity or previous experience using electronic medical records.

### **Child Protection at Haileybury**

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

### **Data Protection at Haileybury**

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.