



# Park Vale Academy

## HEALTHCARE ASSISTANT / ADMINISTRATOR

### Job Description

**Location:** Park Vale Academy, Top Valley Dr, Nottingham NG5 9AZ

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

**Hours of work:** 35 hours per week, term time only

**Responsible to:** Operations Manager

**Post objective:** To provide an effective first response, first aid service to the academy's students following accident or injury and administrative support in the Main Office.

#### Main Duties and Responsibilities:

##### Healthcare Assistant

- Act as the lead for a team of first aid trained staff, keeping them up to date with current legislation; information sharing and advising as necessary.
- Administer first aid and medication to students according to policy and procedures for the purpose of meeting immediate health care needs.
- Communicate effectively with school nurse, staff, and parents regarding health care needs and concerns for the purpose of referring students in need of medical passes or further medical treatment.
- Liaise with Learning Support in supplying information regarding student's health care needs.
- Maintain and update health records and health care plans for the purpose of providing information required by legal and professional standards.
- Maintain health room and work areas (e.g. supplies, inventory, cleanliness) for the purpose of providing adequate supplies and a sanitary and safe environment.
- Maintain all first aid inventories around the school site, ensuring the correct equipment is available and ready to use as and when required.
- Perform record keeping and clerical functions under strict confidentiality (e.g. scheduling, copying etc.) for the purpose of supporting health services staff.
- Supervise students referred for illness and/or injury for the purpose of monitoring their care and maintaining order in the health room.
- Conduct risk assessments for pupils returning to school with illness or injury e.g. crutches, slings, plaster.

## Administrator

- Admin support in Main Reception on Mondays and Tuesdays and in the event of staff absence.
- Under the direction of the Office Manager/PA to the Headteacher, provide general clerical support to staff within the Academy, including typing, photocopying, filing and letter correspondence.
- Administration related to Tutor wallets, ensuring all important information is passed on to tutors/tutees and out-of-date information is removed from wallets.
- Answering the main reception switchboard and directing calls as appropriate.
- Using SIMS and Classcharts, assist the Office Manager/PA to the Headteacher in the accurate record-keeping of student information.
- Deal with Parentpay balance and purchase enquiries from parents or students, where necessary.
- Provide receptionist duties, welcoming and greeting visitors, parents, contractors to the Academy and signposting visitors around the Academy site.
- Support the Office team in ensuring all external correspondence is franked and prepared for posting and be a signatory for deliveries as required.

## General

- Current First Aid Certificate required, preferably 3-day First Aid At Work.
- Liaison with other departments and non-teaching staff over matters relating to health care and whole-school issues.
- Attendance at staff meetings and INSET/CPD activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.