

Milestone Academy – Healthcare Assistant Job Description

Job Description

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| Job Title: | Healthcare Assistant – 08:45 to 15:30 each day with half an hour lunch (31.25 hours per week) |
| Pay Scale: | Actual pro-rata salary of £14,111 based on term time plus inset days This role is initially until 1st April 2022 – to be reviewed |
| Reports to: | Director of Integrated Pupil Services, Vice Principal & Principal |

Job Summary

- To work as a member of the medical team, under the supervision and guidance of the Director of Integrated Pupil Services.
 - Undertake delegated personal care duties for pupils, for which training and supervision has been given.
 - To work unsupervised when the Director of Integrated Pupil Services is offsite or in meetings.
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Specific Responsibilities

1. Clinical responsibilities

Assist with planned pupil care under the supervision and guidance of the Director of Integrated Pupil Services.

Provide and maintain a high standard of pupil care and at all times ensuring the dignity and self-esteem of the pupil is preserved and promoted.

To dispense medication safely with other members of the Academy teams.

To be able to assist with gastrostomy feeds, and to give medication via a gastrostomy PEG, micky tube, mini tube or jejunostomy tube if required.

Assist with maintenance of medical room and equipment.

Admin assistance for medical room, including stock ordering and keeping first aid boxes up to date.

Maintaining stock levels of occasional medication eg Calpol

Ensuring emergency medications are returned to go home at the end of each day

Reporting of any problems to the Director of Integrated Pupil Services in the first instance and if they are not available to contact the parents of the pupil directly, keeping leaders informed as appropriate.

To practice first aid duties as required throughout the Academy.

Any other relevant duties as instructed by the Nurse, Director of Integrated Pupil Services or SLT.

2. Mandatory and statutory responsibilities

Attend mandatory updates as specified by the Academy.

Undertake other training and study days as directed by the CPD Leader.

3. Education and development responsibilities

Attend meetings relevant to the nursing assistant role.

To receive annual appraisal from the Director of Integrated Pupil Services and set personal targets in line with academy guidelines.

To have an understanding of Child Protection awareness and referral procedures relating to child protection issues.

4. General Responsibilities

To adhere to the Academy agreed policies and procedures

To provide a quality service to all pupils and their families within their sphere of responsibility.

To protect confidentiality of information relating to pupils and their families.

To abide by health and safety policies and regulations as set by the Academy.

Signed: Date:
Employee

Signed: Date:
Line Manager