Post title:	**Healthcare Assistant**
Salary and grade:	NJC 15-19 FTE - £31,015 - £33,121 Actual – £27,197 - £29,044
FTE:	37 hours per week, Term Time + 3 days.
Line manager/s:	Senior Leadership Team

Main purpose of the job:

To assist pupils with special educational needs with their day to day care needs in relation to practical support for nutrition and the administration of medication.

Key duties and responsibilities

Medication and Healthcare Operations

- Assist pupils in implementing their healthcare programmes in relation to medication support and nutrition.
- Support the safe administration of medication by drawing, distributing and administering medication in line with policies and guidelines. This is always to be undertaken with two Healthcare Assistants (Medication) present.
- Prepare medication and enteral feeds.
- Prepare feeds and water and undertake feeding procedures, including PEG feeding.
- Respond to pupil illness, injury and medical incidents in accordance with school procedures.
- Prepare equipment for medication administration and feeding and ensure equipment is cleaned and maintained to the required standard.
- Ensure all medicines are stored securely and remain within expiry dates.
- Maintain equipment, stock and resources, including liaising with parents regarding supplies received from and returned to pupils' homes.

Planning and Coordination

- Work collaboratively with healthcare professionals and other key personnel involved in supporting pupils' health needs.
- Attend clinics and multi-disciplinary team (MDT) meetings and share relevant information as required.
- Liaise with healthcare professionals regarding changes to pupils' medical needs, treatment plans and healthcare provision.

- Receive, review and disseminate relevant information from medical correspondence and reports.
- Contribute to the development, implementation and review of Individual Healthcare Plans, care plans and health risk assessments.
- Provide advice and support to staff regarding the implementation of pupils' healthcare needs.
- Respond to routine enquiries from parents, professionals and external agencies regarding healthcare matters.
- Establish constructive relationships with pupils and parents and interact with them according to their individual needs.

Moving and Handling Support

- Coordinate moving and handling and medical training requirements.
- Act as a point of contact for moving and handling matters and liaise with therapists, equipment providers and training providers.
- Support the implementation and review of pupil moving and handling plans.
- Monitor moving and handling equipment and coordinate repairs, servicing and replacement as required.
- Support staff in the safe implementation of moving and handling procedures and programmes.

Record Keeping and Documentation

- Ensure meticulous medication administration records (MAR) and feeding charts/logs are maintained.
- Maintain accurate and up-to-date healthcare records and documentation relating to medication, nutrition and pupil healthcare needs.
- Maintain and organise healthcare records and documentation received from external professionals.
- Populate systems such as CPOMS with information as required.
- Scan, upload, organise and maintain Individual Healthcare Plans and associated healthcare documentation.
- Maintain accurate electronic and paper records relating to pupil healthcare needs.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Provide ad-hoc emergency cover to support children in classrooms when required

Other Duties

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	English and Maths Grade C or above	•	
Experience	Experience of working with children and young people with Special Educational Needs and Disabilities		•
	Experience of working within a care setting or educational provision	•	
Thinking Ability	Willing to undertake all training in relation to the post including the administration of medication and health provision	•	
	Competent in the use of ICT	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of Health and Safety	•	
	Awareness of understanding pupils personal rights and inclusion issues	•	
	Awareness of the need to maintain confidentiality	•	
Personal Effectiveness	Good communication and interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to work independently and under supervision	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Ability to work with children and young people that present challenging behaviour	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust	•	
	An understanding of and commitment to equal opportunities	•	