



PORT·REGIS

Health Care Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

We are seeking to appoint a Health Care Assistant to join our delightful Health Centre team.

Role Profile

We are ideally looking for a Health Care Assistant with paediatric first aid training and experience of working in a school setting but will consider candidates with other health care training/qualifications and experience. The successful candidate must have a kind, caring and cheerful nature and be able to build strong relationships with our children and health care and boarding staff teams.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Free car parking
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- A beautiful setting in which to work
- To join a delightful team and exceptional working environment.
- Competitive school fee remission (means tested)

Hours of Work

This role is term time only (34 weeks a year, 32 weeks of term time plus a few days of preparation and training at the start of each term).

The main hours of work will be around 30 per week (averaged over a three-week rota), on days/times to be agreed during our core Health Centre hours – 07.00 to 19.00 Monday to Friday and 08.00 to 16.30 on Saturday.

You will be on overnight duty (sleeping in and caring for children in the Health Centre that are unable to remain in the boarding houses) 5 times over three weeks + one weekend on call.

Start Date

October 2025

Job Description

Responsible to
Health Centre Manager

Purpose

To assist with the provision of clinically effective, high-quality service of health care to pupils and first aid care to all members of the school community.

Consultation

In carrying out your duties you shall consult (where this is appropriate or you are requested to do so) with the Health Centre Manager, other registered Health Care Professionals, Deputy Head (Pastoral), Designated Safeguarding Lead and Bursar (for financial or safety matters).

Professional Duties

This will include:

- have awareness of the NMC Code of Professional Conduct and other NMC advisory papers.
- use evidence-based practice to develop and maintain a high quality of health care to the pupils.
- ensure that a code of confidentiality is developed and adhered to.

Health Care Tasks

To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site. This will include:

- organise and run drop-in clinics during span of duty (within agreed level of competence).
- ensure care plans are developed and written for pupils requiring them, in liaison with registered professionals, tutors, parents, and boarding house staff.
- support children with learning difficulties as required, in liaison with the Learning Support Department, parents and other members of the staff team as appropriate.
- provide first aid and emergency care and treatment as necessary - this includes maintaining stock of all school first aid kits both around the school and in the minibuses, and includes providing adequate first aid and emergency treatment (where appropriate) at sports fixtures played at Port Regis.
- provide a confidential counselling (informal) and health advice service as appropriate.
- carry out child and adolescent surveillance programmes in conjunction with the rest of the Health Centre team.
- follow good practice and specific directives on immunisation procedures relevant to the school population and individuals (currently undertaken externally).
- operate procedures for control of infectious diseases.
- follow procedures for the safe disposal of clinical waste.

- be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- maintain treatment room stock, hygiene and tidiness.
- assess children for games.
- collate lists for off-games, absentees, appointments etc.
- take phone calls from parents and speak to those who come to the Health Centre.
- inform tutors or games staff of children who cannot play in matches, messages from parents etc.
- update medication lists and print weekly - check that dosages are correct.
- make lists for meal times to find the children due for medication, appointments etc.
- advise staff who are unwell.

Boarding

- assist with organising GP visits, including arranging for pupils to attend and referring to GP as appropriate.
- arrange for boarding children to attend any medical, dental or other health appointments as necessary to include transport and chaperoning arrangements and maintain records of taxi bookings.
- assess, implement and evaluate in-patient care of pupils admitted to health centre.
- maintain safe storage, usage and disposal of medical drugs and supplies.

Health education

This will include:

- promote health education throughout the school population.
- option to take part in the delivery of Life Skills and to support teaching staff as appropriate.
- teach children and staff (within level of competence):
 - eczema management.
 - nutrition and allergy management.
 - first-aid and general health-promotion.
- to ensure the provision of and access to a range of publicity materials on issues relating to student health.
- keep up-to-date with current health promotion initiatives.

Administrative

This will include:

- maintain medical records accurately, confidentially and safely.
- keep health care records to a high standard ensuring the accurate and rapid retrieval of information.
- record dispensing of drugs on the whole school site following drug protocols.
- maintain general office procedures including liaison with admissions to obtain medical records for new pupils. Register all new boarding pupils with the GP surgery.
- maintain a record of pupil medical conditions which should be readily available to all staff.

Health and safety

This will include:

- have an involvement and awareness of health and safety issues within the school affecting staff, children or the environment.
- keep records of reported accidents and follow the school's policy on accident reporting and investigation.

Liaison

Internal

This will include to work closely with other members of the pastoral team to ensure seamless and continuous care, and with parents, academic staff, bursary, school office staff and all other departments as necessary.

External

- School health advisers and other members of the primary health care team.
- Social services where appropriate.
- Doctors, health centre staff and pharmacy (as appropriate).
- Appointments and admission staff for consultants, orthodontics, dentist and opticians.
- Health Protection Agency as appropriate.

Flexibility

It is a requirement of the role that you are able to be flexible with your working hours. We are a small team and it will be necessary to cover one another from time to time e.g. to cover sickness absence within the team and to provide additional support for specific events (such as immunisations, larger sports fixtures).

Compliance

The post holder will be required to ensure that all of the School's marketing and development activities are carried out in compliance with current legislation and regulations, including, but not limited to, data protection requirements.

Safeguarding

All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding policies and procedures.

General

- The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAMCompliant.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard including carrying out and implementing risk assessments as required.
- Adhere to the school's training requirements.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regions (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- A kind, caring and cheerful nature
- Strong team player who can develop effective working relationships
- Strong IT, communication and organisational skills
- Proactive, with the ability to work independently, and take responsibility for actions
- The ability to prioritise and share the workload with/support your team as required
- Diplomacy, integrity and the ability to maintain confidentiality when required
- Patience and a sense of humour
- Calm under pressure

Desired

- Paediatric first aid training (or other health care training/qualifications and experience)
- Experience of working in a similar role in a school setting

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to Clair Beaty-Pownall at

peopleteam@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 12.00 on 15th August 2025**. Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Code of Conduct Policy in conjunction with your application.

Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.