



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 from September 2023.

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.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.
- Generous staff school fee discount.

This role can come with accommodation on site if desired by the successful candidate. Please request further details from the HR Manager (hr@portregis.com).

Hours of Work

This role is term time only. The main hours of work will be 25 a week, on days/times to be agreed during our core Health Centre hours – 07.00 to 19.00 Monday to Friday and 09.00 to 16.30 on Saturday. You will be on-call overnight 2 nights a week (ideally a Monday and Wednesday) and one in three weekends; and be called into work in the event of any boarders needing to isolate in the Health Centre (e.g. due to a tummy bug or other contagious condition), to provide health/pastoral care for them. You will not be required to provide medical advice/assistance when on call, our Health Care Professionals (a Nurse and Paramedic) will be available for this during your on call and normal working hours.

Start Date

September 2023 (or as soon as possible thereafter).

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 taxis 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.

Covid

This will include:

- caring for any children with Covid or Covid symptoms in designated isolation bays.
- dealing with queries from staff and parents relating to Covid.
- compliance with the School's Covid policies and procedures.

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.

General

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required.

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
- Flexible and 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 our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 5 June 2023**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

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.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.