

JOB DESCRIPTION

Job Title:	College Healthcare Assistant
Department:	Pastoral
Responsible to:	College Nurses
Purpose of the job:	The College Healthcare Assistant is a key member of the pastoral team who contributes significantly to the smooth and professional working of the College Medical Centre by offering health, medical and administrative support in order to assist the college nursing team and the wider pastoral team. The College Healthcare Assistant supports all members of the community by providing medical and first aid support to all within the college community, always demonstrating self-initiative and the highest professional standards.

By nature of the role, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The College Healthcare Assistant must be flexible, able to prioritise and be prepared to carry out reasonable tasks not necessarily covered within this Job Description.

Health and Medical Responsibilities

- Be the first point of contact for those attending the medical centre and provide care to the sick, injured, or distressed.
- Make onward referrals to the nursing team, local GP, hospital or other external agencies as necessary.
- Administer OTC, prescription and controlled drug medications under the supervision of the nursing team, upholding college policy at all times when doing so.
- Chaperone pupils to booked, or emergency medical appointments and collect and prescriptions issued, as required.
- Provide first aid and medical support for students and staff at all college organised events.
- Adhere to individual health care plans for pupils with specific and chronic health needs, ensuring that all students are supported holistically.
- Run first aid clinics, providing advice, treatment and medication where necessary in the absence of the nurse.
- Escalate safeguarding and child protection concerns in an appropriate and timely manner, in line with the College safeguarding and child protection policy.
- Assist the nurses in staff training and the running of health awareness enrichment workshops for pupils.
- Maintain and improve professional medical knowledge and competency and keep up to date with relevant clinical and healthcare procedures relevant to working in a school.

General Responsibilities:

- To ensure that the Medical Centre, Medication cupboards in all boarding houses, sick bays and the medical kitchen are well organised, accessible, clean, tidy and professionally laid out in preparation for clinics.
- Carry out other tasks, as required and directed by the college nurses, to ensure the smooth running of the medical centre, such as bed changing, laundry, cleaning and stock checks.

- Have a working knowledge of all college policies, the National Minimum Standards (Wales) and CIW inspectorate frameworks.

Administrative Responsibilities

- Ensure that all new students have submitted pre-arrival medical forms and that all lists of health conditions are recorded securely prior to August 18th, of each academic year;
- To update any new health conditions of returning students, making sure these are recorded securely, as above.
- Liaise with the nurses regarding pupils with welfare/emotional support needs prior to the start of each academic year and make sure that relevant staff are notified of any health concerns on a need-to-know basis;
- Update ISAMs prior to the beginning of each academic year.
- Make sure that all pupils, including returning pupils have up-to-date grab sheets.
- Assist pupils in completing NHS registration forms during the College induction period.
- Work with the nursing team to make sure stock, first aid kits and medical equipment checks are undertaken regularly and that consumables and all associated documentation is updated.
- Keep up to date first aider lists and ensure that these are correct across all college sites.
- Update and archive student medical files.
- Keep up to date with medical centre appointment bookings, along with keeping accurate records of attendance.

Health & Safety:

- Comply with all health and safety procedures as required by the college on all sites;
- Report any concerns, issues and near misses;
- Keep up to date with all relevant training;
- Act as a Fire Marshal if asked to do so and trained appropriately.

Safeguarding Responsibilities:

Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSP or a Deputy Safeguarding Officer. Your safeguarding responsibilities mean that you will need to:

- Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
- Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
- Undertake initial and regular safeguarding training and be willing to undertake additional safeguarding training to enhance professional development.

Skills & Requirements:

- Experience as a Healthcare Assistant or working in a healthcare setting.
- Experience of working with the general public, namely children and young people.
- Multi-tasking and time management capability, with an ability to work under pressure;
- Excellent written and verbal communication skills;
- Integrity and professionalism;
- Proficiency in MS Office and ability to transfer skills into other IT programmes and systems;
- Qualifications relevant to the role.

Person Specification:

- Be able to manage the demands of a role which require flexibility, initiative, periods of high pressure, the ability to meet deadlines and to self-initiate tasks;
- Be adaptable and show good judgement;
- Have outstanding organisational skills and an ability to complete tasks without supervision whilst also functioning as a part of a team;
- Work effectively with other people by being self-aware, treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained;
- Develop good working relationships with colleagues;
- Represent CSFC professionally and adhere to the highest levels of service with all stakeholders including students, parents, agents, guardians and external service providers;
- Be positive in outlook and supportive in all aspects of work;
- Be willing to undertake further professional training/qualifications, as required;
- Be an outstanding ambassador for Cardiff Sixth Form College and Dukes Education.

Terms & Conditions:

Holiday entitlement	48 days (inclusive of the 8 normal bank holidays)
Notice period	4 weeks
Probationary period	6 months reviewable at discretion of CSFC
Pension	Inclusion in the Cardiff Sixth Form Pension Plan
Training	Commitment to ongoing training, as required

Cardiff Sixth Form College is an equal opportunities employer and is caring and reasonable in its approach to all staff.