



# GORDONSTOUN

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## HEALTHCARE ASSISTANT

**Reports to:** Healthcare Centre Manager

**Job Purpose:** The Health Care Assistant (HCA) will work in the Healthcare Centre as part of a small team on a rota working between 6 to 12 hours per shift during the day and waking night shifts.

Staff facilities are provided for rests, changing and showers.

The post-holder will work full-time and “term time plus” to cover term time and the Gordonstoun International Summer School (5 weeks in July and/or August of each year). The HCA will also cover the Healthcare Centre during Prospective Students weekends, Easter Revision, leave out weekends and will also need to attend INSET and meetings which may be a few days outside of the school holiday period. The Health Care Assistant (HCA) would be expected to look after students from 5-18 years old who might be unwell requiring additional clinical care and emotional support

### Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member.

**Grade and working hours: 36hrs per week**  
**Unqualified – 2A**  
**Qualified – 2B**

### Responsibilities of all members of staff:

- Comply with Gordonstoun’s policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

### Responsibilities

- Receive students into Health Care Centre, check identity details, and provide information and advice to students within the post-holder’s competencies to communicate with other work place colleagues and/or organisations as required.
- Be courteous, considerate of the student’s dignity and confidentiality; act at all times in the interest of the student, while ensuring the Data Protection Act is maintained efficiently.
- Ensure that all waste is disposed of, in line with Infection control policies.

- Undertake training, as necessary.
- Maintain high quality of standards that have been taught, implemented and assessed through INSET.
- Report concerns to the Health Care Centre Manager and report any areas that may need improving in the same manner.
- Care for students during the day and those staying overnight in the Centre when unwell and/or requiring observation.
- Maintain high standards of care.
- Administer medical under homely remedies.
- Complete clinical competencies, undertake supervision and attend all relevant and/or required training including team meetings.
- Act at all times in the best interest of students and report concerns to the Health Care Centre Manager.

### **Administration for;**

- Arranging medical appointments and transport
- Updating students' medical records
- Register students and liaison with local GP practice
- Down loading of Health History Forms
- Health promotion displays
- Vaccination clinics
- Medication and prescriptions
- General admin for covering reception area
- Maintaining and ordering stock of medical equipment and office supplies
- Research

### **Communication**

- Be able to communicate effectively and efficiently with students, families and a range of professionals
- Impart information and knowledge as well be required at an appropriate level.
- Maintain records of all care provided.
- Communicate relevant information in a timely and appropriate manner
- Act as advocate for any student as and when required and appropriate
- Maintain confidentiality
- Participate in effective teamwork. Identify and act in the students' best interest at all times using effective decision-making skills
- Maintain confidentiality.
- Attend team meetings and performance review meetings as required.

### **Clinical Governance**

- Maintain confidentiality
- Adhere to the School's policies, procedures and guidelines within the School's practices
- Report clinical incidents and complaints effectively and efficiently.
- Act in a manner to promote health, safety and welfare of others.
- Seek advice in line with strengths and any limitations as may be required

### **Clinical Care Delivery**

- Promote health and comfort for students including maintaining privacy and dignity to promote quality of life.
- Utilise techniques and interventions to promote students care and/or independence
- Support the learning and development of new work colleagues in the department

### **Education, Knowledge, Training & experience**

- Participate in regular competency assessment
- Identify training needs in conjunction with the Health Care Centre Manager
- Attend training and regular updates as required
- Ensure that all mandatory training is kept up to date
- Adhere to all codes of conduct and professional standards set by regulatory bodies which whom the post holder is registered or by professional bodies by which they are a member.
- Participate in supervision sessions in a performance review process

### **Management of Health and Safety**

- Ensure effective utilisation of time and planning.
- Prioritise requirements of the role and ensure that these are fulfilled.
- Manage the care delivery for shifts.
- Ensure that the boundaries of the role with a student are maintained.
- Ensure that stock and consumables are used appropriately.
- Maintain adequate stock levels and stock control.
- Report when stock levels are low and/or order as required.
- Ensure the cleanliness and tidiness of HCC is maintained, whilst working within infection control guidelines.

### **Regulations**

- Act in accordance with Company Standard Operating Procedures and Gordonstoun policies and procedures at all times
- Always act to promote the best interest of the student
- Adhere to the regulations required under the Care Inspectorate

### **Other**

Gordonstoun is an equal opportunities employer and considers all requests for flexible working.

### **Child Protection**

All employees of Gordonstoun are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Child protection Policies.

### **PVG**

The post-holder will be required to have an up to date satisfactory PVG check

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> <li>SVQ/NVQ level 2/3 in Health and Social Care or working towards achieving this.</li> <li>Good general education</li> <li>SVQ/NVQ level 2/3 in Health and Social Care or working towards achieving this.</li> </ul>	<ul style="list-style-type: none"> <li>Customer services diploma</li> <li>NVQ level 2/3 in Healthcare</li> </ul>	Application form Sight of qualifications at interview
Skills and experience	<ul style="list-style-type: none"> <li>Understand the need for, and able to maintain confidentiality of patient information and records at all times.</li> <li>Understanding of the Data Protection Act and GDPR</li> <li>Sound communication skills both written and verbal</li> <li>Understand the importance of Health and Safety</li> <li>Must be organised and able to prioritise their work</li> <li>Be able to work independently as required.</li> </ul> <p>Basic knowledge of Microsoft computer packages</p>	<ul style="list-style-type: none"> <li>Relevant experience within a health care (or similar) setting and can relate theory to practice.</li> <li>Attended INSET days related to health care.</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>Conscientious and diligent, with excellent attention to detail.</li> <li>Enthusiastic, diplomatic and calm under pressure.</li> <li>A proven track record of strong working relationships with students, colleagues and customers.</li> <li>A positive and proactive attitude to manage a high volume of work.</li> <li>Flexible, with a can-do attitude.</li> <li>Someone who creates a positive and cooperative working environment.</li> <li>A commitment to Gordonstoun's unique educational ethos.</li> <li>A commitment to doing the best for students from diverse cultural backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification(s) and/or formal training in a pastoral environment.</li> </ul>	Interview Task
Child protection	<ul style="list-style-type: none"> <li>Suitable to work with children</li> <li>A full PVG check will be completed on the successful candidate</li> </ul>	Experience of working with children and young people	References PVG check

**Equality Act 2010 - Occupational Requirements with regard to age:**

As our students are aged up to 18 years, the School has set an age requirement of 21 or over for all applicants for this post. Applying these requirements is a proportionate means of achieving a legitimate aim in line with the Equality Act 2010