



# GORDONSTOUN

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## HEALTHCARE ASSISTANT

**Reports to:** Healthcare Centre Manager

**Job Purpose:** The Healthcare Assistant (HCA) will work in the Healthcare Centre as part of a small team on a rota working generally 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 24 - 36 hours per week, to cover 'term time plus', including Gordonstoun International Summer School (5 weeks in July and August) and Prospective Students weekends, Easter Active Revision, leave out weekends, INSET and meetings which may be a few days outside of the school holiday period. The Healthcare 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.

The post-holder will be a car driver, car owner and have business insurance.

### 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:** 24hrs (Part time) - 36hrs per week (Full time)  
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 of the role

- 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
- Care for students during the day and those staying overnight in the Centre when unwell and/or requiring observation
- Administer homely remedies and controlled medication as required
- Complete clinical competencies, undertake supervision, and 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
- Health promotion displays
- 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
- 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
- Attend team meetings and performance review meetings as required

### **Clinical Governance**

- 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

### **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 and training
- 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

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

- Ensure that the boundaries of the role with a student are maintained
- Ensure the cleanliness and tidiness of HCC is maintained, whilst working within infection control guidelines

### **Regulations**

- 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 similar)</li> <li>• Relevant experience within a health care (or similar) setting and can relate theory to practice</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</li> <li>• Understanding of the Data Protection Act and GDPR</li> <li>• Sound communication skills both written and verbal</li> <li>• Be able to work independently, be organized &amp; prioritize workload</li> <li>• Basic knowledge of Microsoft 7 Excel computer packages</li> </ul>		Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> <li>• Conscientious and diligent, enthusiastic, and calm under pressure</li> <li>• Flexible, with a can-do attitude</li> <li>• A commitment to Gordonstoun's unique educational ethos</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>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> </ul>	References PVG check