**JOB DESCRIPTION**

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| **Job Title:** | Bank Health Care Assistant | **Department:** | Health Centre |
| **Hours of Work:** | Day and Nights |
| **Responsible To:** | Qualified Nurses | **Responsible For:** | N/A |

**Summary of Role:**

The two resident nurses are responsible for the 24-hour health care of approximately 198 boarders and for treatment, in the case of accident or emergency, of any person on the campus during the school day. They work from a modern and well-equipped Health Centre.

This is a non-residential position. The bank nurse may be called on at short notice to assist the qualified nurse if Health Centre and overflow isolation rooms are busy. The bank nurse will always have one of the resident nurses on-duty to call upon as necessary.

**Specific Responsibilities:**

The Bank Health Care Assistant will be working with the qualified Health Centre nurses as required – day and nights. Qualified nurses on-call overnight.

1. The general health of all students, including routine checks, weighing, basic observations etc.
2. The nursing care of girls who are admitted to the Health Centre / isolation rooms. Keeping the health records of all students.
3. Keeping a daily log book.
4. The maintenance of first aid boxes.
5. Liaising with resident school nurse and informing parents, other school staff as necessary.
6. Arranging dental, orthodontic and other medial appointments, organising escorts, informing staff and parents as necessary.
7. Escorting girls to hospital/medical appointments as required.
8. Giving instruction on health matters, including first aid and emergency procedures, to staff.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Experience of working within a health care setting
* Fluent and accurate written and spoken English.
* Good ICT Skills
 | * Self-motivated, enthusiastic and committed to the School fully in this responsible position
* First aid qualification
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| **Personal Behaviours** |  |
| * Good communication and interpersonal skills.
* Able to work with all staff, students and parents
* Understand the need for confidentiality at all times
 | * Contribute to the maintenance of a positive and supportive work culture
* Have integrity and initiative to be able to think ahead, prioritise and work accurately and flexibly without undue direction to deliver
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community
* Committed to the Sacred Heart Values
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people
* A satisfactory Enhanced Disclosure from the DBS
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