

PANGBOURNE

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HEALTH CARE ASSISTANT – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Health Care Assistant
Reports to:	Senior Nurse
Department:	Pastoral
Hours per week:	35 hours per week - Term Time only
Contract Type:	Permanent
Probationary Period:	6 months (but may be extended dependant on performance)

Key working relationships:

Senior Nurse
Health Centre Staff
Deputy Head Pastoral
Head of House and Deputy Head of House
Pastoral Divisional Leads
Pupils and Parents

Job Summary

To provide support within the nursing team and to maintain an effective level of care to pupils.

Key responsibilities:

- To provide a high standard of care to students according to and by following approved protocols.
- To assist and work alone in delivering a high standard of holistic care to students promoting their equality and dignity at all times.
- To perform and report clinical observation of a patients temperature, pulse, respiration rate, blood pressure and peak flow.

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- To assist in the assessment and collection of data pertinent to the students well-being both written and verbal
- Observe and report changes in student's conditions to the duty nurse.
- Promote effective communication within the team.
- Assist in the maintenance and functionality of stock.
- Give formal verbal handover of patient care.
- Maintain accurate written records of all patient care.
- To complete outstanding clerical duties
- To maintain clinical stocks

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which

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discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet “family” atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

June 2024

