

Post:	Health Care Assistant (HCA)
Line Manager:	Health Centre Manager (Foundation Lead for Safeguarding and Health)
Hours of Work:	31 hours per week on a shift pattern including early mornings, evenings, and weekends. 34 weeks per year, plus INSET days. Some on call hours.
Salary:	£13.50 per hour. Two on-call nights per week would add a further £2,775. On-call hours worked are paid at £18.39 per hour.
Start date:	30 th November 2024
Location	Health Centre and other locations across the Cheltenham site

The Dean Close Foundation consists of three schools on an extensive site on the outskirts of Cheltenham, two additional preparatory schools and a group of six nurseries. Founded in 1886, the Foundation has a strong Christian ethos and greatly values its positive environment with good relations between staff and pupils.

The Dean Close Health Centre is committed to supporting physical and mental health, with a view to promoting pupil health and wellbeing across the Foundation. The team is strongly multidisciplinary and offers nursing, physiotherapy, counselling, GP, and other services in close collaboration with parents and school staff.

The Role

A Health Care Assistant is required to assist the Health Centre staff look after pupils aged 2 - 18. The post holders will be line managed by the Health Centre Manager. Whilst a medical background is not essential, an awareness of the health requirements of young people and experience in providing health care support would be advantageous.

Duties

To be a Health Care Assistant based in the Foundation Health Centre, serving a community of nearly 1,000 pupils many of whom are boarders. The post holder will need to be organised, adaptable, and happy to work as part of a strong multidisciplinary team. A caring but firm manner and an ability to understand and help young people would be an advantage, as would a basic understanding of health promotion principles.

The successful applicant will be expected to be willing to treat minor ailments and provide clinical care under the training, delegation, and direction of the Foundation Nurses and in accordance with pupil care plans, and able to work a share of shifts in a rota during term time. The nature of the work includes an amount of lone working during evening hours.

Job description

- To help the Health Centre Manager ensure the smooth running of the Centre in line with recommended best practice guidelines
- To be able to work shifts or be on call on a rota, ensuring that there is always a responsible adult on duty in the Health Centre and at times the Prep School Treatment Room during term time (inclusive of weekends). On call hours to be taken from home, with overnight stays in the Health Centre required when caring for an admitted pupil

- To be willing to carry out simple clinical tasks such as taking observations and dispensing medications according to policy and appropriate training/support from the Foundation Nurses
- To keep accurate computer-based records of visits to the Health Centre and Treatment Room
- To escort DCS pupils to appointments as required. This will include taking pupils to A & E as necessary in the school car or by other means
- To be able to communicate effectively with housemasters, housemistresses and other pastoral staff across the Foundation
- To hold a valid first aid certificate (training can be organised) and be willing to administer first aid as necessary, including pitch-side during sporting events
- To be friendly and caring with the ability to relate to children, young adults, parents, and fellow professionals, and to be an empathetic 'listening ear' for pupils who are unwell or troubled, whilst offering compassionate but realistic support
- To participate in the care planning process and share insights and observations as a valued member of the multidisciplinary team
- To ensure that all accidents and treatments are recorded on the school systems
- To attend meetings with teaching and other professionals as necessary
- To keep personal training and knowledge up to date by attending relevant courses and conferences
- To participate in regular appraisal
- To ensure that medical and sensitive information is kept confidential within the health care structure
- Attendance at INSET at the beginning of each term and ensure that the Health Centre and Treatment Room are prepared for the term ahead

Terms and Conditions

- Health Care Assistants are expected to work or be on call on a rota during term time only (34 weeks)
- A mix of early (07.30-15:00), mid (09.30-17:00) and late (12.30-20:00) shifts, Monday through Saturday with some on-call cover required, 1-2 nights per week. Approximately one 24-hour Sunday on-call in an 8 week rolling period. The rota is set generally 2-3 months in advance.
- This role will be based at the Cheltenham site but travel to other sites may be occasionally required
- Meals are available free of charge in the Dining Hall during term time
- The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo enhanced child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service
- A pension scheme is available after 6 months

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from

time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

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