

# St. Joseph's Specialist Trust

## Job Profile

### Healthcare Assistant

**Name:**

**Date:**

**Job Context:** St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living function (together "St Joseph's" / the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

**Title:** Healthcare Assistant

**Job Purpose:** To provide a high standard of health care to the students

**Accountable to:** Director of Therapies

## **Key Tasks:**

### **Responsibilities:**

- To assist students with all their primary care needs
- To administer First Aid, treatments and medication in accordance with Trust's policies and procedures
- To assist with the care of Residential students who are unable to attend School due to illness
- To assist and support medical appointments and health care for students
- To liaise with all professionals involved with the students' health and welfare as directed
- To attend and participate in staff meetings and Annual Reviews as required
- To teach/supervise and support students in all areas of personal hygiene
- To maintain effective communication with all departments, families and external agencies
- To promote the Trust's ethos of care and the Equal Opportunities Policy
- To submit any written reports and information as required/requested
- To record all necessary information in accordance with legislation and Ofsted
- To be an active/supportive member of the surgery team
- To contribute to the improvement of service
- To alert other team members of issues of quality
- To assist in the safe storage, dispensing and disposal of medication
- To ensure health & safety of the team
- To ensure co-staff are fully briefed on medication updates including any dispensed medication during the day
- To deliver training to staff when needed.

**Professional:**

- To participate in In-Service activities as directed for both Trust and individual development
- To maintain good practice and implement changes in accordance with developments within the Trust and health care
- To adhere to Trust policies
- To respect staff confidentially and the rights of individual students and staff
- To participate in Staff supervision on a regular basis

**Management of Physical Resources:**

- To organise and maintain a suitable environment appropriate to the health needs of the students

This job profile is drawn up in the light of the following statement.

*“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”.*

**Signature:** .....  
**Healthcare Assistant**

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**Executive Principal**

**Date:** .....

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