



## Job Description

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|------------------------|------------------------------------|
| <b>Job Title</b>       | Daytime first aid and carer        |
| <b>Department:</b>     | Medical Department                 |
| <b>Responsible to:</b> | Lead Nurse<br>Joint Principal (NS) |
| <b>Hourly rate:</b>    | £12:21                             |

### FLEXIBILITY IS AN ESSENTIAL PART OF THIS ROLE

The post holder is accountable to the Lead Nurse for all aspects of medical care and administrative, financial, and budgetary issues. The School Doctor oversees the medical work of all the Nursing Staff. The team of carers are firstly accountable to the Lead Nurse, but overall accountable to the Joint Principal (NS)

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| <b>Purpose of Role:</b>           | To provide and first aid and a high-quality service of care to students and all members of the School Community.  |
| <b>Description of the School:</b> | Chetham's School of Music is a mixed sex Independent Boarding School with students ranging from 8 to 18 years of age.   |
| <b>The Person</b>                 | The Medical Centre Carer will have some experience of caring responsibilities with young or vulnerable people. The person will be calm, approachable, kind, trustworthy, thoughtful and be able to put students, staff and parents at ease.<br>Training in First Aid at work and other professional development will be offered as this is one of the main tasks of the role. |

### KEY RESPONSIBILITIES

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| <b>1. Caring</b> | <ul style="list-style-type: none"> <li>• Commitment to training to develop and maintain a high-quality of care to students.</li> </ul>   |
|                  | <ul style="list-style-type: none"> <li>• Carrying the Medical centre mobile phone and responding to all emergencies within the School whilst on duty.</li> <li>• To give over the counter medications as required under the direction of the nurse</li> <li>• To give prescribed medications under the direction of the nurse</li> <li>• Providing first and aid and emergency care and treatment as necessary for students, all members of staff and any visitor within Chetham's School Site</li> <li>• To monitor students when unwell and seek further medical advice where necessary</li> <li>• Basic triage of any new admissions in liaison with the House Staff Team (admit to medical, NHS 111 or 999) Training will be given.</li> <li>• Communicate with House Staff and Parents to give condition updates where necessary</li> </ul> |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• General housekeeping duties such as stripping and making beds, sorting laundry, general tidying and household chores</li> <li>• Responsible for care of students who are unwell in the medical bays</li> <li>• To record general observations such as temperature and height and weight checks</li> <li>• Maintenance of School first aid boxes and kits.</li> <li>• Caring for students who attend for routine medication, dressings and simple first aid or care</li> <li>• Advising students where necessary to see the school nurse or to attend the School Doctor's surgery or refer the student to their own GP as appropriate.</li> <li>• Arranging for students to attend any medical, dental, or other health appointments as required. Organising a chaperone and transport as necessary.</li> <li>• Informing students of trained counselling services offered both in and out of School.</li> <li>• Undergoing training in and implementing procedures for infection disease control, being aware of management of communicable diseases and infection control measures.</li> <li>• Following procedures for the safe disposal of sharps and other clinical waste.</li> <li>• Maintaining high standards of hygiene and tidiness throughout the medical centre, including treatment room stock, hygiene and tidiness.</li> <li>• Being familiar with the School's Safeguarding and Child Protection Policy and Procedures and reporting any concerns immediately.</li> <li>• Undertaking in-house training and child protection training as required.</li> <li>• There may also be additional hours taking students to outside medical appointments on an Ad-hoc basis</li> </ul> |
| <b>2. Health Education</b>   | <ul style="list-style-type: none"> <li>• Promoting health education throughout the school population.</li> <li>• Ensuring the provision of and access to a range of publicity materials on issues relating to student health.</li> <li>• Creating health promotion displays for use with the school and the medical centre.</li> <li>• Keeping up to date with current health promotion initiatives.</li> </ul>  |
| <b>3. Administrative</b>     | <ul style="list-style-type: none"> <li>• Maintaining records accurately</li> <li>• Recording administration of medications following administration of medical policy</li> <li>• Maintaining general office procedures.</li> <li>• Stock taking and keeping stores replenished General administration tasks and electronic record keeping</li> </ul>   |
| <b>4. Health and Safety</b>  | <ul style="list-style-type: none"> <li>• Recording accidents as per the Accident Reporting Policy.</li> <li>• Complying with all and any requirements within the Departmental and School Risk Assessments and reporting any identified hazard to the Lead Nurse.</li> <li>• Equipment checks (daily vaccine fridge temperature and AED safety checks)</li> </ul>   |
| <b>5. Liaison Internally</b> | This will include working closely with:  |
|                              | <ul style="list-style-type: none"> <li>• Other members of the nursing and care team to ensure a high standard of effective, seamless and continuous care.</li> </ul>   |

|                   |   |
|-------------------|---|
|                   | <ul style="list-style-type: none"> <li>• Appointment chaperone.</li> <li>• Pastoral Leadership</li> <li>• Designated Safeguarding Lead</li> <li>• Parents/carers and guardians</li> <li>• House Staff, music staff, academic staff and the School office staff</li> <li>• All other departments as necessary.</li> </ul>                          |
| <b>Externally</b> | <ul style="list-style-type: none"> <li>• Doctors, Health Centre administration and pharmacy staff.</li> <li>• Appointment and Admission staff for consultants, orthodontics, dentist and opticians.</li> <li>• School Health Advisers and other members of the primary health care team.</li> <li>• Social Services where appropriate.</li> </ul> |

**This is not an exhaustive list of duties and the carer will be expected to be flexible to meet the care needs of the School community within the scope of the role**

### **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham's Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name: .....

Signature: .....

Date: .....

## Person Specification

|                                 | Essential   | Desirable  |
|---------------------------------|---|--|
| <b>Qualifications</b>           |   |  |
|                                 |   |  |
| <b>Knowledge and Experience</b> | Current caring knowledge and recent first aid practice and experience                               |  |
|                                 | Working effectively as part of a team   |  |
|                                 | Current knowledge of Safeguarding issues  | Has received training in Child Protection  |
|                                 |   | Experience of provisions of School Health Education  |
|                                 | Knowledge of Mental Health issues and willingness to gain qualification in MHFA if not already held | Experience in Mental Health  |
| <b>Skills and Competencies</b>  |   |  |
|                                 | Ability to undertake First Aid and Emergency care following suitable training                       | Holds First Aid at Work Certificate  |
|                                 | Ability to communicate effectively on paper and in person   |  |
|                                 | Excellent record-keeping skills   |  |
|                                 | Ability to work independently as well as being a strong team player                                 |  |
|                                 | Ability to work with complete discretion knowing where the limits and boundaries of the role are    |  |
|                                 | Ability to meet agreed priorities/deadlines   |  |
|                                 | Good IT skills  |  |
|                                 | Responds positively to change, is investigative and adaptable.                                      |  |
| <b>Training</b>                 |   | Evidence of CPD in first aid, mental health first aid, infection control, control of medications |
|                                 | Willingness to learn new skills.  |  |
|                                 | Commitment to continuous personal and professional development                                      |  |
| <b>Personal attributes</b>      | Caring and supportive personality   |  |
|                                 | Friendly and approachable   |  |
|                                 | Considerable initiative and good organisational skills and sense of responsibility.                 |  |
|                                 | High level of common sense.   |  |
|                                 | Thorough and pays attention to detail.  |  |
|                                 | Courteous, patient, kind attitude   |  |
|                                 | Good listener   |  |
|                                 | Self-motivated, flexible and enthusiastic   |  |
|                                 | Honesty and integrity   |  |
|                                 | Smart and professional appearance   |  |