



Rutherford School,
1a Melville Avenue,
South Croydon,
CR2 7HZ
020 8688 7560
rutherford@rutherfordschool.org.uk
rutherfordschool.org.uk

Rutherford School

Job Description

Post Title: Senior Health Care Assistant

Location: Rutherford School

Salary: £23,337.00 per annum

Hours:

8.30am – 4.00pm (35 hours per week). Flexible working requests will be considered.

Holidays:

Term time only. Annual leave must be taken outside of school term time.

Health:

Applicants should be in general good health. The successful applicant will be required to undergo a medical fitness check.

Responsible to: Senior Nurse Manager

Accountable to: Headteacher

Role of Rutherford School

Rutherford School is an Independent Special School for students aged 16–25 with Profound and Multiple Learning Disabilities (PMLD), severe sensory impairments, and complex medical needs. Our aim is to enable each individual to reach their maximum potential through high-quality, person-centred education and care.

Job Purpose

The Senior Health Care Assistant will work as part of the Nursing Team to provide a high-quality healthcare service to pupils with complex medical needs, in partnership with their families. The post holder will assist registered nurses in the delivery of assessed care throughout the school day, under appropriate supervision and mentorship.

The role includes working one-to-one with students within the classroom environment, when required, ensuring that medical, physical, and personal care needs are met safely and effectively, while supporting students to access learning opportunities.

Specific Responsibilities

- 1.** Provide direct care to pupils in accordance with individual Care Plans, under the supervision of registered nurses.
- 2.** Work one-to-one with students within the classroom environment, when required, supporting medical and personal care needs to enable full participation in learning.
- 3.** Contribute to the ongoing review and updating of Care Plans by reporting observations and changes to registered nurses.
- 4.** Inform the Senior Nurse Manager promptly of any changes in a pupil's health condition.
- 5.** Assist with the accurate documentation of care provided, under the supervision of registered staff.
- 6.** Support the organisation and delivery of nursing-led clinics to enhance holistic care.
- 7.** Request feeds and ancillary items from parents as required and set up feeds at the beginning of the school day.
- 8.** Maintain, clean, and check feeding pumps in line with guidance and protocols.
- 9.** Assist with taking and recording pupils' height and weight in accordance with individual Care Plans.
- 10.** Always adhere to the 6 Cs of Nursing: Care, Compassion, Communication, Courage, Commitment, and Competence.
- 11.** Promote and maintain a professional, safe, and supportive environment that meets pupils' medical and wellbeing needs.
- 12.** Maintain positive and professional relationships with parents, carers, professionals, and external agencies.
- 13.** Participate fully in staff meetings and contribute to team discussions.
- 14.** Attend multi-disciplinary meetings to discuss individual pupils, as required.
- 15.** Represent the school at inter-agency meetings when appropriate.
- 16.** Assist with clerical and administrative tasks associated with the role.
- 17.** Attend regular Clinical Supervision sessions and Performance Development Reviews, identifying learning objectives and setting targets.
- 18.** Participate in mandatory, in-service, and specialist training as required.
- 19.** Undertake NVQ training, where appropriate and agreed.
- 20.** Always Comply with the Garwood Foundation's Health and Safety policies and procedures.
- 21.** Administer prescribed medication under the supervision and at the request of registered nurses, in line with Rutherford School's Medication Policy and Royal Pharmaceutical Society guidance.
- 22.** Maintain competency in medication administration and successfully complete annual competency assessments.
- 23.** Take the lead, under the guidance of registered nurses, on the servicing, routine checks, and maintenance of clinical equipment and nursing resources,



Rutherford School,
1a Melville Avenue,
South Croydon,
CR2 7HZ

020 8688 7560

rutherford@rutherfordschool.org.uk
rutherfordschool.org.uk

including but not limited to oxygen equipment, ensuring all items are safe, functional, correctly stored, and maintained in line with school policies, manufacturer guidance, and health and safety requirements. Report any faults or concerns promptly to the Senior Nurse Manager.

- 24.** When required, accompany students on outings and trips, providing health support as appropriate to your role and ensuring their safety, in line with individual Care Plans and risk assessments.

Person Specification

Education and Qualifications

Essential:

- Basic qualifications in English and Maths

Desirable:

- Working towards NVQ Level 2 or Level 3

Assessment Method: Application

Knowledge and Understanding

Essential:

- Awareness of children and young people's typical development and how this may differ for pupils with PMLD
- Understanding of safeguarding responsibilities

Desirable:

- Experience of working with children or young people with PMLD

Assessment Method: Application and Interview

Skills and Abilities

Essential:

- Good verbal and written communication skills
- Knowledge and application of the 6 Cs of Nursing

Desirable:

- Experience supporting pupils with PMLD in educational or care environments



Rutherford School,
1a Melville Avenue,
South Croydon,
CR2 7HZ
020 8688 7560
rutherford@rutherfordschool.org.uk
rutherfordschool.org.uk

Assessment Method: Application and Interview

Experience

Essential:

- Experience of working as part of a team

Desirable:

- Experience working with children or young people with PMLD

Assessment Method: Application and Interview

Personal Qualities

Essential:

- Confident, flexible, and motivated
- Able to work independently and collaboratively
- Recognises own limitations and knows when to seek support
- Able to prioritise workload effectively
- Open to feedback and willing to use constructive criticism to improve performance

Desirable:

- Innovative and creative thinker

Assessment Method: Application and Interview

Additional Information

This job description provides an outline of the key responsibilities and requirements of the role and is not intended to be exhaustive. The Headteacher or designated Line Manager will review the role annually to ensure it remains relevant and responsive to the evolving needs of the school. The post holder will be expected to embrace change and demonstrate a commitment to ongoing professional development.

Agreed by:

Post Holder's Name and Signature: _____

Date: _____

Manager's Name and Signature: _____

Date: _____