

Role Title:	Medical Centre Assistant
Location:	The Leys School
Responsible to:	Lead Nurse
Hours of work:	Monday – Friday 7.30am – 1.00 pm (Temporary Role – Feb until May 2025 - Subject to change)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

The role

- To ensure the Medical Centre is cleaned to hospital standards.
- To ensure the Medical Centre provides a comfortable and welcoming environment for pupils and staff.
- To undertake other reasonable related tasks as requested by the Lead Nurse

Main duties and responsibilities

- To clean all areas of the Medical Centre including treatment rooms, bedrooms, bathrooms, staircase and corridors and communal areas
- To vacuum daily and mop all hard floors with appropriate floor cleaner.
- To dust daily and wipe down all work surfaces.
- Bathrooms – clean all hand basins, showers, toilets, wiping inside and outside the bowl, clean mirrors above the basin. Refill toilet paper and soap dispensers as required.
- To vacuum staircases and corridors, wipe ledges, doorframes, picture frames and stair banisters with damp cloth.
- Check high areas weekly i.e., light fittings, shelves etc.
- Empty all rubbish – general, recycling and food waste.
- To change inpatient bedding and make up beds as required.
- To collect medical supplies, equipment, post, small deliveries etc from around the school
- To prepare and serve breakfast and lunches for inpatients. To collect meals from the Dining Hall as required
- To make and deliver drinks and snacks to resting pupils and inpatients.
- To deliver to/pick up emergency prescriptions from the Pharmacy.
- To sort laundry and arrange clinical waste disposal.
- To check relevant stock levels and place orders as required
- To replenish kitchen supplies as needed
- To follow weekly deep clean requirements
- To update the promotional notice boards in the Medical Centre
- To participate in health promotion in and outside of the Medical Centre
- To Clean up Biohazards as and when required

Health & Safety and C.O.S.H.H. Requirements:-

- To adhere to Health and Safety and legislative requirements.

- Whilst carrying out duties work in a safe and organised manner, ensure that equipment leads from polishers or vacuum cleaners are not left creating a hazard to other staff or pupils.
 - After damp mopping any floor surface always leave 'Yellow Warning Signs' in place to avoid any accidents on slippery floors.
 - Refer and adhere to C.O.S.H.H. guidance charts and substance levels at all times.
 - Ensure all chemicals, equipment and other hazardous items are locked in appropriate store cupboard after use.
- Rinse mops/cloths in clean water, leave to dry upright to avoid cross-infection.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
 - To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
 - To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
 - A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
 - A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Deputy Head Pastoral Care, Head/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> None required 	<ul style="list-style-type: none"> Functional English & Maths 	<ul style="list-style-type: none"> Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Previous experience in a similar role (Housekeeping, Healthcare, Domestic or Commercial cleaning) 	<ul style="list-style-type: none"> Previous experience working in a school or hospital/clinical environment 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> Able to follow guidelines and instructions. Good communication skills Reliable, flexible, and trustworthy Empathetic and interested in the welfare of pupils 	<ul style="list-style-type: none"> Good time management and able to prioritise tasks. A team player, able to adapt and work well in a team 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Understanding of the importance of safeguarding in a school environment 	<ul style="list-style-type: none"> Thorough understanding of the appropriate use of cleaning equipment and chemicals Willing to undertake training 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references