

Job Title:	School Health Support Worker
Reports to (job title):	Band 6 School Nurse/Public Health Team leader
Line Manager to:	

Job purpose

To work under the direction of School Nurses (adhering to organisational policies and procedures) to deliver the Healthy Child Programme 5-19 to support schools, families, and Children/Young People.

To work in Wiltshire Children's Community Services within and across organisational boundaries.

Undertake vision and growth screening for school entry, and the National Child Measurement Programme

Deliver health promotion and health interventions for Key Stage 1 and Key Stage 2 pupils

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Promote, plan and carry out, growth, and vision screening for eligible pupils
- Be competent to carry out the National Child Measurement Programme requirements following national and local guidance, working closely with schools.
- Work independently in schools, adhering to School Health Nursing competencies/standards/pathways when delivering the new entry review health screening.
- Establish and maintain good working relationships with all school staff, employing good negotiation skills to encourage full involvement with screening/surveillance programmes.
- Take responsibility for prioritising own workload within a specific geographic locality.
- Work as part of the wider Wiltshire School Nursing Team if required in order to ensure equitable service delivery and meet targets.
- Undertake a wide range of administrative duties in addition to record keeping, including the maintenance of stock and annual calibration of equipment.
- Submit data accurately and within the specified timeframes
- Ensure effective communication between schools and the School Health Service and other agencies
- Use IT including word processing, databases, e-mail and internet in order to submit data, record activity and ensure effective communication.
- Ensure effective and efficient use of resources.
- Be aware of safeguarding children's procedures and attend group safeguarding supervision in line with Virgin Care, local and national safeguarding requirements.

- To allow students to observe the role undertaken by School Health Support Workers
- Have an awareness of the children's and young people's health agenda.
- Deliver health promotion to classes/year groups and health interventions to small groups of pupils. Sessions will be delivered independently as directed by school nurses.
- Maintain competencies and adhere to all School Nursing and Virgin Care pathways and policies.
- Be flexible and adaptable to meet the changing needs of the service delivery to families, communities, and school settings.
- Attend monthly team meetings, and regular School Health Support Worker meetings to remain up to date with service developments and engage with Virgin Care quality agenda.

Financial Responsibilities

- All staff will support their managers to make sufficient use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and work with the team to find effective ways of handling it.
- All staff must ensure they use resources in an efficient and effective manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit.

Other factors

- Physical effort: the post is based within one of the organisations areas and will involve travel across a locality area, including lone working. You will require access to an appropriately maintained vehicle during working hours.
- Mental effort: the post may have an unpredictable workload pattern, frequent concentration required, and ability to deal with incidents.
- Emotional effort: the post may necessitate dealing with clients at distressing and emotional times, including bereavement, family breakdown, and domestic abuse.
- Working conditions: occasional unpleasant conditions, home visiting required. Occasional spillage of body fluids.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations' values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers, and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients, and visitors. It is essential to always observe strict fire and security precautions.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- NVQ Level 3 or equivalent Skills or experience or willingness to undertake appropriate apprenticeship to meet required standard.
- Completed Care Certificate or willingness to complete within first 3 months of employment

- Excellent communication and interpersonal skills, both written and verbal
 - GCSE Grade C in English (or equivalent)
- Experience of working with children and young people in the community in a professional or voluntary capacity
- Approachable friendly manner
- Ability to work both autonomously and under direction as an effective member of a multi-disciplinary team
- Develop and maintain positive professional relationships across clinical and non-clinical organisations
- Proactive approach – highly self-motivated, ability to use own initiative
- Current full driving license and use of a car during working hours
- Able to communicate clearly both verbally and in writing
- Ability to work flexibly and respond to changing work force demand
- Exceptional organisational skills with ability to prioritise workload
- Quality focused
- IT literate e.g. word processing, excel, e-mail and internet use
- Punctual and reliable

Desirable

- **Understanding of child development**
- **Childcare qualification**
- **Experience of screening e.g., vision, height, and weight**
- **Experience of using SystemOne clinical record.**

- **Experience of working within a school nursing service**
- **Presentation skills**

Other requirements:

Employee signature

Manager signature
