



Health Care Assistant Application Pack

12 hours/week

Monday and Tuesday 8:45 – 3:15

Band C Scale Point 5 - 8

Term time only

The Orchard School

The Orchard School is a Maintained Special School for children with severe, profound, and complex learning difficulties and medical needs. There are currently 160 pupils on roll and from September will increase to 173 pupils on roll. Our children range from 4 – 11 years.

We have a purpose-built premises with excellent facilities which include a music and drama studio, white and dark room studios, soft playroom, sensory room, swimming and hydrotherapy pools and defined outdoor play areas for differing ages and abilities.

Along with teaching and classroom support staff, the school is supported by a multi-agency team of nursing, physiotherapy, occupational therapy and speech therapy colleagues, and a teacher of the visually impaired. These staff are based in the school part of the week and have dedicated on-site facilities. There are nursing staff on-site most of the week. Medical out-patient clinics run by consultant paediatricians take place regularly and there are also specialist ophthalmology and occupational therapy clinics in school. Multi-agency teamwork is an essential and highly valued aspect of the school.

We endeavour to provide the very best learning opportunities for all. Our bespoke curriculum is underpinned by the National Curriculum and every child has a personalised learning journey to enable them to achieve their best potential.

Additional information about the school is available on the school website:

www.orchard.sandwell.sch.uk



Health Care Assistant

Hours: 12 hours, Term time only
Mondays and Tuesdays 8:45 – 3:15

Rate of pay: Band C Scale point 5-8 £12.85 - £13.47 per hour
£24,790 - £25,992 (pro rata)

Contract type: Permanent

Are you passionate about providing exceptional care and support to children with special needs? Do you have experience in tube feeding and administering medication? If so, we have an exciting opportunity for you to join our dedicated team at The Orchard School.

The Orchard School is currently seeking a skilled and compassionate Health Care Assistant to join our team and play a vital role in ensuring the well-being and safety of our pupils. We are looking for individuals who are adaptable, reliable and excellent team players.

One of the key responsibilities of this role is to closely collaborate with the Community Children's Nurses to ensure that children in our school who require enteral feeding are fed appropriately and safely. You will be responsible for undertaking and maintaining training and competencies related to the tube feeding of individual pupils, following the guidelines set by the Community Children's Nurses. It will be your duty to ensure that your training is always up to date.

Adhering strictly to the training and guidance provided, you will feed children via nasogastric tube or via gastrostomy. Furthermore, you will administer medication to pupils as required, ensuring their well-being and safety.

The applicant will need to possess:

- High standards of written and spoken English
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for the role
- Appropriate qualifications, as detailed on job specification

If you are looking for a rewarding role where you can make a real difference in the lives of children with special needs, then we would love to hear from you. Join our team at The Orchard School and be part of our mission to create an inclusive and supportive environment for all our pupils.

JOB DESCRIPTION

Job Title	Health Care Assistant
Band/Job Group	Band C
Hours/Weeks	12 hours per week - Monday and Tuesday
Special Conditions	Term Time only
School	The Orchard School
Responsible to	Head Teacher
This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.	

1. Duties and responsibilities are:

Working directly to the Head Teacher (in conjunction with line manager), the Health Care Assistant will,

- Liaise closely with the Community Children's Nurses to ensure that children in the school who require enteral feeding are fed appropriately and safely.
- Undertake and maintain training and competencies regarding the tube feeding of individual pupils following guidelines set by the Community Children's Nurses.
- Take responsibility to ensure training is up to date.
- Feed children via nasogastric tube or via gastrostomy adhering rigorously to the training and guidance provided.
- Pass on any concerns regarding a child to the Head Teacher and Community Children's nurse both orally and in writing.
- Support school staff in the care of pupils undertaking any medical support required within the limits of the training provided.
- Administer medication to pupils as required.
- Support school staff in the toileting of pupils across the school.
- Liaise with parents where required under the supervision of senior staff.
- Ensure parents are notified when additional equipment for their child/ren's feed are required.
- Ensure parents are notified when medication is close to expiry and needs to be replaced in a timely manner to ensure that in date medication is always available.
- Adhere manual handling regulations according to school policy (training will be provided)
- Report any safety issues to the Head Teacher and Community Children's Nurses.
- To be able to use own initiative and work effectively as part of a team.

2. Medical

- Appointments will be subject to medical clearance, except that medical clearances already provided for existing employees will suffice for this purpose.

3. Holidays

- Holidays must normally be taken while the school is not in session.

4. Any other duties as required commensurate with the grade of the post.

5. It is the responsibility of each employee to carry out their duties in line with council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.

6. Use of ICT as required.

7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work

9. All staff within school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

Other Duties

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Schools policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.

PERSON SPECIFICATION

Job Title	Health Care Assistant			Directorate	The Orchard School
JE Reference No:		Grade	Band C	Service	Schools
Completed By	Elizabeth Hopewell			Date of Issue	June 2025

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
Good level of General Education including 5 or more GCSE's (or equivalent including Maths and English)	Yes	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
Appropriate NVQ Level 2 in Health Care or equivalent and/or willing to work towards achieving qualification	Yes		
2. Experience			
Experience of working with pupils with Special Educational Needs or able to demonstrate an understanding/empathy for pupils with Special Educational Needs	Yes	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
Evidence of recent continual professional development relating to working with children with learning difficulties.	Yes	<input type="checkbox"/>	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
Willingness to undertake training as and when required in relation to the post, possibly outside of their contracted hours	Yes		
4. Special Knowledge			
Effective use of ICT Use of relevant equipment/resources. Knowledge of subject/technical area Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to identify own training and development needs. Ability to relate well to children and adults. Relevant knowledge of First Aid	Able to demonstrate an awareness and understanding of needs of SEN pupils. Understanding of Health and Safety, First Aid would be desirable.	<input type="checkbox"/>	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)			
Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post	Willingness to work flexibly to meet the requirements of the post Willing to work overtime as and when required (preferable) Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post	<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition			
Ability to motivate individuals to perform effectively. Commitment to working in partnership with parents. Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.	Good communication skills at all levels Patient, caring and sympathetic to the needs of SEN pupils Able to work on own initiative and as part of a team	<input type="checkbox"/>	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc

7. Practical and Intellectual Skills

<p>Able to communicate effectively (orally and in writing)</p> <p>Ability to use IT technology</p>	<p>Must support the school in maintaining policies such as behaviour/code of conduct.</p> <p>Must show evidence of good communication skills both orally and in writing</p> <p>Must be prepared to undertake duties relating to the welfare and personal hygiene of pupils including toileting and feeding</p>	<input type="checkbox"/>	<p>Performance in related selection process.</p>
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8. Legal Requirements

<p>DBS Clearance</p>	<p>Satisfactory medical and criminal clearance</p> <p>Good references from most recent employer</p>	<input type="checkbox"/>	<p>Application form and interview questioning and references.</p>
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THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks			
Please ✓ required check(s) referring to Section 9 of Guidance on completing individual sections of the Personnel Specification			
The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
No Check Required	<input type="checkbox"/>		
10. Politically Restricted Post			
Is this post a "politically restricted post"?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".			
11. Main Physical Activities/ Requirements of the Post.			
Please ✓ if activity requires to be undertaken.			
The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities			
Lifting / manual handling / client handling	<input checked="" type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input checked="" type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input type="checkbox"/>	Using restraint	<input checked="" type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input checked="" type="checkbox"/>		
Other main physical activities not listed above	Personal care of children		
12. Safety Critical Posts			
A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.			
A safety critical post is one that is likely to be exposed to:-			
<ul style="list-style-type: none"> Noise e.g. gardeners using mowers and highways road workers) Vibration <ul style="list-style-type: none"> Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers) Whole body vibration (e.g. tractor drivers) 			

- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

☐ Yes

☒ No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.

☒ Yes

☐ No

The employee requires a command of spoken English, to enable the effective performance of the role.

APPLICATION PROCESS

If you have the experience and passion to join our team, application forms are available from the school website and should be returned to **SIPS Education Ltd, 2nd Floor Guardian House, Cronehills Linkway, West Bromwich, West Midlands B70 8GS** or emailed to hr@sips.co.uk.

If you require more information about how to apply for the post, please call 0121 296 3000. Please ensure application forms are signed if sending via email. If you provided an email address, correspondence will be sent via e-mail.

If you are successful in being short-listed for interview, you will be contacted via email within 28 working days of the closing date. **Please ensure you check your junk/spam boxes as well as your inbox in case any correspondence has been delivered there.**

Closing date: Wednesday 02nd July 2025 @ 9am

Shortlisting: Thursday 03rd July 2025

Interviews: Friday 11th July 2025

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) check is required for this post. An **online search** will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.