Job Description

Do you want to make a difference to the learning and progress of young people? At Hollywater School we aim to live our core values of "Inspire, Believe and Achieve" to enable our students and their families to have aspirational life long ambitions and experiences...Can you be part of this vision?

Hollywater School is a school for pupils aged 4-19 with complex learning needs. We set high but realistic expectations for all and encourage everyone to discover the joy of learning so that they may thrive, gain independence and be given every opportunity to achieve their full potential. We strive for our students to be as independent as possible in their adult life. We recognise that the personal development of pupils spiritually, morally, socially and culturally, plays a significant part in their ability to achieve and learn and prepares them for the opportunities, responsibilities and experience of adult life.

We are seeking a Manual Handling Coordinator to join our team. You will be expected to lead the co-ordination of Manual Handling for Hollywater School, including staff training and competencies, and the manual handling assessments of all young people. Your main duties and responsibilities will be:

1. **Regulatory**

• To be well informed about all legislative and regulatory requirements in relation to safe working practices for staff and the manual handling needs of all young people supported at Hollywater School, and to remain up to date with these requirements.

• To ensure all regulatory requirements are implemented and embedded into every day practice, proposing changes to relevant policies, procedures and paperwork where required.

• Oversee the maintenance, servicing and safety checks of all Moving and Handling equipment

• Ensure all equipment is in compliance to LOLER and PUWER.

1. **Manual Handling Assessments**

• To complete a young person’s initial/first Manual Handling Assessment and to model good practice.

• To have systems in place which monitor that safe MH requirements for young people are completed and up to date according to current requirements.

• To ensure that all manual handling assessment paperwork and care plans are in compliance with regulatory requirements and best practice guidance.

• To oversee a log of all manual handling assessments for all young people, including assessments for specific activities.

• To oversee systems that the young people’s manual handling assessments are kept up to date and logged by the appropriate staff. To monitor this and highlight any problems to relevant line managers.

• To conduct risk assessments related to Moving and Handling.

1. **Training**

• To develop practical Manual Handling training for staff, including Manual Handling Assessor training and Competency Framework training that can be delivered by staff.

1. **Support to staff**

• Provide support to Physical Therapy Assistants to ensure safe and effective delivery of therapy programmes.

• To address Manual Handling difficulties identified by staff as they arise, possibly via a helpline, and manage/monitor changes to check their effectiveness.

• To provide a regular drop-in surgery for staff to respond to questions and problems as they arise.

• To make a final decision on best practice or appropriate techniques or equipment where there are differences of opinion between staff.

• To advise staff on back care best practice.

• To act as the main point of contact for therapists, parents and staff regarding pupil therapy.

1. **MDT**

• To be accountable to the MDT Forum, chaired by the SENCO in line with the Terms of Reference.

• To provide reports and information to the MDT on risk assessments, safety checks, out of date training and any other issues relevant to safe manual handling procedures.

• As a standing agenda item, to highlight and update MDT members of any changes or updates in relation to regulatory and legislative requirements.

• To keep Senior Leaders informed of any concerns or risks in relation to manual handling.

1. **Slings**

• To be responsible for the efficient use of sling budget delegating resources to each department area.

• To monitor the purchase and storage of slings, overseeing an inventory accessible to staff and the recording items on the Asset Register and provision map.

• To oversee the sling safety check process and to ensure accurate records are maintained.

• To maintain knowledge of commercially available slings, moving and handling equipment and suppliers.

1. **General Duties**

• To model excellent practice and maintaining the currency of all required qualifications and through CPD being well informed about development in the field and undertaking new qualifications as required.

• To prepare reports and attend meetings as and when required.

• Understanding and abiding by health & safety guidelines and ensuring others do the same.

• Maintain confidentiality of information regarding children and young adults at all times.

• To attend regular supervision sessions with line manager and undertake relevant training as and when required.

1. **Professional Development**

• Undertake all induction and mandatory training and any other appropriate training as required.

• To develop good working relationships with all members of staff and with our Young People where appropriate.

• To participate annually in Performance Management reviews.

1. **Other**

• At all times to work within the confines of Hollywater’s confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy.

• Complying at all times with Hollywater’s policies and procedures including the Code of Conduct.

• To undertake any other task that may be reasonably asked of you by your line manager.

Applicants should have:

* Excellent communication skills both verbally and written
* Hold GCSE’s in maths and English at a grade C or above
* Previous experience in working or volunteering in a school environment would be advantageous but not essential as full training will be given.

**We will** provide you with a friendly, supportive and positive environment with opportunities for professional development. If you are up for the challenge and you want to make a difference to young peoples' lives with us, then please apply

Hollywater School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.