

Stephen Hawking School

Vision: To inspire and empower our pupils and community to be ambitious, fearless and successful.

Stephen
Hawking
School



INTERNAL: Education Care Assistant

Contract Type	Temp one year
Salary	Scale 3: £20,431.91 (Hourly rate £16.56)
Working Arrangement	26.25 hours per week, term time (9:00 AM 3.00) Monday to Friday (Brunton Place site - TBC) 39 weeks per year
Closing date for all applications	23rd June 2026
Interview	25th June 2026
Start date	September 2026
How to apply: Visits to the school are welcome, please contact admin for a date	To apply for this post, please visit our website & email your completed application and personal statement for the attention of the Head: admin@shs-lbth.org

We are looking for a warm and friendly ECA who has a good level of English and strong ICT skills.

Key Responsibilities

- **Collaborative Care:** Work closely with NHS staff (including School and Community Nurses) and families to safely manage pupils' medical care plans.
- **Dietary Support:** Deliver oral and tube feeding (gastrostomy and jejunotomy) strictly adhering to provided medical training
- **Medication Management:** Administer required medications and proactively notify parents when supplies or replacements are needed.
- **Personal Care:** Support pupils across the school with daily toileting, safe manual handling, and intimate care needs.
- **Safety & Safeguarding:** Maintain a safe environment by providing first aid, managing accident reporting, and strictly following school safeguarding procedures via CPOMS.

Stephen Hawking is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to an enhanced DBS check, satisfactory references, and medical clearance. We are dedicated to equality and valuing diversity.

