

## HEALTH CARE PRACTITIONER JOB DESCRIPTION

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| <b>Job Title:</b>    | Health Care Practitioner       |
| <b>Line Manager:</b> | Chinese Principal Little Lions |

### Purpose of Job

- 负责幼儿园保健医工作

### Duties and Responsibilities

- 运用以往的幼儿园保健医工作经验，负责日常幼儿保健相关工作，幼儿晨午检及全日观察记录；
- 协助园长组织实施卫生保健相关法规、制度，并进行监督；
- 负责育儿、幼儿健康发育、营养专业知识的咨询和指导工作；
- 包括幼儿保健计划，包括户外运动、体弱儿肥胖儿管理、伙食搭配管理及厨房食物管理工作；
- 负责制定园所全年保健工作计划，监督卫生保健工作，安全工作及预防接种工作；
- 负责保健知识的宣传、培训学习工作；
- 建立和完善学校卫生的各种制度，做好相关档案整理工作，积极配合上级检查；
- 负责园内卫生管理，及消毒工作安排；
- 严格执行园内员工定期健康检查并配合园长进行指导监督；
- 负责上级安排的园所其它工作内容。

### Person Specification

- 大专及以上学历
- 至少 1 年幼儿园保健医工作经验,熟悉 6S 管理方法，卫生保健管理及食堂管理，擅长做带量食谱；
- 有幼儿园保健人员上岗培训证；
- 托幼机构工作人员健康合格证；
- 能使用英语交流者优先。

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*