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**NCMP Delivery Team Assistant**

**JOB DESCRIPTION**

**MAIN PURPOSE**

To provide a key role in supporting the running of the National Child Measurement Programme within Cambridgeshire and Peterborough.

This post holder will:

* Be responsible for weighing and measuring all consenting children in Reception and Year 6 in Cambridgeshire and Peterborough.
* Enter the heights and weight data onto appropriate IT systems and produce and send feedback letters and relevant information on achieving and maintaining a healthy weight to parents.
* Plan and manage appointments within schools in a timely manner.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

* Work with fellow NCMP Delivery Team Assistants to weigh and measure all consenting children in Reception and Year 6 in Cambridgeshire and Peterborough.
* Plan and manage appointments within a cohort of schools in Cambridgeshire and Peterborough.
* Produce and send feedback letters with relevant information on achieving and maintaining a healthy weight to parents.
* Deal with routine telephone enquiries from schools in relation to the NCMP and signpost them to relevant support as appropriate.
* Input data on relevant IT systems.
* Undertake training to develop new skills and maintain/update existing skills.

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Excellent communication skills – written, verbal and non-verbal, and listening skills.
* Sound interpersonal skills with proven ability to work effectively.
* Keep accurate records to provide data and monitoring information.
* Ability to write down information in clear accurate English.
* Methodical and highly organised approach to work.
* The ability to work independently and as part of a team.
* Be able to plan own time effectively and prioritise activities around the needs of the team.
* Computer literate – ability to maintain and monitor information systems.
* Flexible and adaptable approach to working.
* Strong empathy skills.
* Value and respectful of other people – regardless of background or circumstances.
* Maintain stationary stock levels to ensure that the programme runs smoothly.
* To be able to follow internal and external safeguarding reporting procedures.

**2. KNOWLEDGE**

* Knowledge and understanding of healthy behaviours and the benefits of increasing physical activity and improving healthy eating.
* Insight and understanding regarding the varying local communities across Cambridgeshire and Peterborough.
* Knowledge and understanding of the Patient Confidentiality Act and General Data Protection Regulations 2018.
* Knowledge of Everyone Health’s safeguarding reporting procedure.

**3. EXPERIENCE**

* Working with children or similar experience.
* Working within a school.
* Working in a dynamic and challenging environment, able to respond to and relate with various professionals.
* Working with IT systems.

**4. QUALIFICATIONS**

Required: Education to GCSE Standard at grades A-C for a minimum of 5 GCSEs (or equivalent) including Mathematics and English language or literature.

**5. SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
* Role incorporates variable levels of travel across Cambridgeshire and Peterborough.
* Full UK Driving licence and access to a car for work- with ‘business purposes’ insurance.
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
* This post involves working with children and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.