

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Lead Nurse



Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Lead Nurse

Main Purpose of the job:

To lead the running of the Medical Centre and provide and promote health care to all pupils at Queenswood.

Reporting to: Assistant Head Boarding

Reporting to the job holder: Medical Centre Nurses

Main responsibilities and duties

Lead Nurse Duties

- To line manage two Medical Centre Nurses
- To be responsible for the overall running /maintenance of the Medical
- Maintain the philosophy of care within the Medical Centre which is in line with the overall philosophy of the School
- Develop a model of Clinical Governance and Clinical Supervision within the nursing team
- To be responsible for purchasing equipment medication / stock as required
- To oversee stock control
- To be the budget holder
- To prepare and publish duty rotas
- To write and update all protocols, maintain and update all policies related to the Medical Centre
- Ensure that all nurses in the Medical Centre have Personal Development and Appraisal Plans in place throughout the year
- To be responsible for the recruitment, selection and development of nursing staff recruited to work in the Medical Centre

General Duties

- Provide emergency treatment for pupils and staff as required.
- Assessment of girls and provide nursing care as necessary.
- Assist in the running of regular surgeries throughout the day.
- Provide ongoing nursing care and regular assessment of unwell girls admitted to the Medical Centre.
- To ensure regular communication with House staff and parents concerning ill girls.

- To maintain accurate written logs of all girls attending the Medical Centre.
- To attend regular weekly meetings/communication with Deputy Head Pastoral and Assistant Head (Boarding).
- To attend regular weekly meetings/ communication with all Housemistresses.
- To carry out blood tests and some vaccinations for boarders as required.
- To organise doctor's surgeries, dental, optician, physiotherapy, orthodontic and any other appointments for girls.
- Assist GP's during their surgeries in the Medical Centre.
- To support the teaching of Sexual and Relationship Education programme to year groups and relevant topics of the Personal Social Health Citizenship Economic Education programme.
- To screen medicals of new girls on admission to school.
- To assist school counsellor in the organisation of her appointments with girls.
- To check the administration of medicines in houses.
- To assist NHS school nurses with the administration of NHS vaccination programmes.
- To share in the responsibility for First Aid Boxes for school outings.
- To be available for all staff registered with Highview Medical Centre for illness /pastoral concerns.
- To carry out general administration relevant to the effective operation of the Medical Centre.
- To be on call in accordance with the duty rota.

Other duties that may be deemed appropriate to the role by the Principal.

Person Specification

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	<ul style="list-style-type: none">• RGN Qualification• Membership of the NMC or similar organisation	
Experience:	<ul style="list-style-type: none">• Experience of Health Education	<ul style="list-style-type: none">• Working in a school or similar environment• Experience in working or training in Sports Injuries
Skills	<ul style="list-style-type: none">• Excellent communication skills• Strong administrative skills• Ability to work independently and as part of a small team• Strong IT skills	
Knowledge	<ul style="list-style-type: none">• NMC Code of Professional conduct• NMC guidelines for the administration of medicine• NMC standards of Department of Health guidelines for records and record keeping	ISI regulations (where relevant)
Personal competencies and qualities	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Flexible and professional approach• Discretion in dealing with sensitive and medically confidential information.	<ul style="list-style-type: none">• Motivation to work with children and young people