



FELSTED SCHOOL JOB DESCRIPTION

School Nurse

The Role

Accountable to: Lead Nurse

Accountable for: None

To work alongside the Schools' Medical Centre team of six School Nurse's and a Healthcare Assistant in promoting and providing a clinically effective, high-quality service of nursing and first aid care to our students and members of the wider School community. The Medical Centre is integral to the School community and School Nurses are expected to proactively manage effective health promotion within the community by communicating with students, pastoral and academic staff.

The School Nurse will provide a holistic approach to the care of all pupils, with particular responsibility within two of the eight day and boarding houses that will include health promotion, personal, social, health and economic (PSHE), illness and injury assessment and treatment as directed by the Head of the Medical Centre Nurse and Leadership Team.

Role Responsibilities (illustrative, not exhaustive, list):

- To assess and treat illness or injury
- To treat or refer to an appropriate agency
- To care for students who are too unwell to continue at school until they can be collected by their parent(s)/guardian(s), possibly entailing staying at school after normal working hours
- To care for full boarders in the medical centre who are too unwell to be in school
- To arrange follow on care for those pupils who require hospital attention
- To dispense selected medicines to students/employees when considered appropriate
- To keep a record of same and ensuring appropriate medical stores
- To maintain medical records
- To ensure own continuous professional development, ensuring effective registration and holding current NMC/UKCC PIN
- To ensure counselling for pupils is provided either through an external agency or via appropriately trained nursing colleagues
- To liaise with the Head of Medical Centre and acting as aid/chaperone as required
- To handle accidents and emergencies and provision of First Aid for all School staff
- To assess health status
- To assist in the planning and implementation of vaccinations in line with the childhood immunisation programme. To maintain contact with parents and teaching staff – ensuring all relevant information is disseminated. Advising on aspects of pupils' health, updating on relevant issues, responding to concerns/questions
- To explain procedures to the pupils prior to medical examinations and immunisations (in assemblies or in form groups)
- To organise annual school medical examinations and screening of height, weight, vision, hearing, in conjunction with the School Medical Officer; keeping records of same
- Health education of pupils, either individually or as a resource to teaching staff, in association with the school PSHE programme and link nursing
- To visit boarding houses to advise on health issues and provide information as required

- To monitor and identify health needs, e.g. weight reduction, sports injury, and emotional distress. Referring to School Counsellor as necessary.
- Any other reasonable ad-hoc duties as requested.
- To assist in Covid-19 screening as per government guidelines

Skills, Knowledge and Experience

Essential:

1. Registered General Nurse (RGN) or a Paed Nurse
2. Hold a valid Nursing and Midwifery Council (NMC) PIN Number
3. Positive 'can-do' attitude towards customer service and young people
4. Excellent communication and interpersonal skills
5. Clear empathy and understanding of boys' and girls' development and needs
6. A flexible approach to working hours
7. Full UK/EEA driving licence and use of a car

Desirable:

8. Clinical track record with ideally six months spent in A&E or as a Practice Nurse
9. Experience in paediatrics or working with children or a Specialist Practitioner School Nurse qualification.
10. Experience of sports injury care and treatment
11. First Aid at Work Certificate or hold an equivalent qualification
12. Previous experience of working in an educational environment

Reward and Recognition

- Employer and employee contributory Pension scheme (matched contribution of 4%)
- Free life insurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free uniform provided
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Term-time only (34 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Hours of work are between Monday to Sunday in accordance with the Medical Centre rota, which will include evenings, weekends and overnight shifts
- Flexibility in working hours will be required
- Working 37.5 hours per week/ 150 hours per four-week period

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____