



Woolwich Polytechnic  
School for Boys



## WOOLWICH POLYTECHNIC SCHOOL

### JOB DESCRIPTION

**Post:** School Nurse and Medical Lead

**Hours:** 8am to 4pm

**Contract:** Permanent, Term Time Only

#### **Purpose of the job**

To lead and manage a comprehensive school health service across a secondary school and sixth form, providing nursing services to students, staff and visitors. The School Nurse and Medical Lead will be responsible for strategic leadership of the school's healthcare provision, safeguarding integration, multi-agency collaboration and delivery of evidence-based health initiatives. This role is integral to ensuring the physical and mental health needs of students are met safely, effectively and in line with national standards. To promote healthy lifestyles amongst both students and staff and participate in the school PSHE programme in line with RSE guidance.

#### **Key Responsibilities**

##### **Medical oversight**

1. Oversee the daily delivery of school-based nursing care and triage for students, staff and visitors.
2. Manage a caseload of students with diagnosed conditions, facilitating healthcare plans and inter-agency referrals where required.
3. Update and review statutory-aligned medical policies, including the First Aid and Medicines Policies.
4. To be responsible for carrying out a regular audit of first aid supplies throughout the school and replenishing as required.
5. Maintain secure and confidential digital health records in line with GDPR, safeguarding requirements and school policies.
6. Lead the development and review of individual healthcare plans for students with complex or chronic medical needs.

##### **Safeguarding and Multi-Agency working**

1. Serve as a key member of the school's safeguarding and pastoral team, ensuring health needs are considered within safeguarding frameworks.
2. Coordinate with GPs, CAMHS, SENCOs, borough professionals and specialist health teams to manage complex health and educational needs.
3. Coordinate school vaccination rollout through collaboration with the local immunisation team, staff and parents/carers
4. To provide a termly report for the Local Academy Premises Committee on pupil accidents.
5. To liaise with the relevant Head of Year over pupils who repeatedly report to the Medical Room.

### **Staff Training and Governance**

1. Ensure compliance with guidance including Keeping Children Safe in Education, Supporting Pupils with Medical Conditions, and HSE standards.
2. Support staff to understand escalation pathways and contribute to whole-school health and safety initiatives.
3. To ensure that an up-to-date list of all first aiders is displayed throughout the school.
4. To hold adequate knowledge of adolescent mental health and to have a willingness to undertake further professional development in mental health support and early intervention.

### **Health Promotion**

1. Create accessible, evidence-based health communications in partnership with media and IT departments.
2. Promote health literacy and positive health behaviours among students and staff through PSHE and awareness campaigns.

### **First Aid and Individual Care**

1. Act as lead clinician in managing on-site injuries and emergencies, including administering first aid for students and staff as required.
2. To be responsible for keeping accurate records of all student illness and injuries via the school's record system
3. To be responsible for ensuring Accident Forms are completed and sent to the relevant external organisation where appropriate.
4. Formulate and review healthcare plans, working closely with families, staff and health professionals to ensure care is consistent and safe.
5. In dealing with members of the school's community to be mindful, at all times, of the school's and the Council's Equal Opportunities policies.
6. To undertake other duties as required and which are commensurate with the level of responsibility of the postholder.

***PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.***

***In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.***

## School Nurse and Medical Lead

### Person Specification

Qualification Criteria	Essential	Desirable
Registered Nurse Child or Adult	✓	
Specialist Community Public Health Nurse (School Nurse) qualification		✓
First Aid at Work Certificate or Paediatric First Aid Certificate		✓
Evidence of CPD in safeguarding, child development or relevant health topics		✓
Knowledge, Skills and Experience	Essential	Desirable
Experience in a school nursing, paediatric, public health or community setting	✓	
Experience working with children and young people	✓	
Strong understanding of safeguarding, GDPR, and healthcare policy in education	✓	
Experience developing or implementing health policies		✓
Knowledge and awareness of physical, emotional and mental health needs affecting children and young people	✓	
IT literacy and confidence using health data and safeguarding systems (e.g., CPOMS, Bromcom, SIMS)	✓	
Skills and Competencies	Essential	Desirable
Knowledge of chronic conditions in children (e.g., asthma, epilepsy, diabetes)	✓	
Familiarity with NHS health systems, referral pathways and community resources		✓
Ability to manage complex caseloads and undertake effective clinical triage	✓	
Ability to work independently and exercise professional judgement within a school environment	✓	
Empathetic, approachable, and understanding of the emotional needs of children	✓	
Ability to advocate appropriately for the health and wellbeing needs of pupils	✓	
Strong written and verbal communication, able to write reports and care plans	✓	
Training delivery skills and the ability to upskill staff in medical topics		✓
Highly organised with excellent time management skills	✓	
Ability to prioritise and manage changing workloads and situations	✓	
Calm under pressure and able to manage medical emergencies	✓	
Collaborative team member with a proactive approach	✓	
Other	Essential	Desirable
Genuine passion for and a belief in the potential of every pupil	✓	
A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding of how and when to take appropriate action	✓	
Willingness to undertake training	✓	