

School Nurse

Job Description

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

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| <p>Summary of the role</p> | <p>Job Title: School Nurse</p> <p>Location: Medical Centre</p> <p>Reporting Line: Senior School Nurse</p> <p>Hours: Term time only, working four days per week 8.15am to 5.30pm, Monday to Saturday on a rota basis. The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p> <p>Role Summary: To provide a high level of nursing care to pupils and all members of the school community.</p> |
| <p>Main duties and responsibilities</p> | <p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the School Nurse are as follows (this list is not exhaustive):</p> <p>Nursing</p> <ul style="list-style-type: none"> • To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site, as directed by the Lead School Nurse. • To organise and run nurse drop-in clinics • Ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff • To provide immediate and ongoing medical treatment as necessary • To provide continuing care for pupils with chronic medical conditions in consultation with their medical advisors • To provide a responsive 'call out' service for all emergencies within the School Estate and request emergency services where appropriate • To provide first aid and emergency care and treatment as necessary • To take responsibility for the Medical Centre and work unsupervised when the Lead School Nurse is off duty or absent for any reason. • To assist with maintaining all first aid equipment, boxes and bags within the school boundaries • To assist the School Medical Officer in their weekly surgery and with boarders' medicals • To assist with vaccinations as required • To follow relevant procedures for safe disposal of clinical waste and safe storage, usage and disposal of medical supplies and drugs |

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| | <p>Health Education</p> <ul style="list-style-type: none">• To promote health education throughout the school, keep up-to-date with current health initiatives and assist with training session for staff as appropriate <p>Administrative</p> <ul style="list-style-type: none">• To maintain medical records accurately, confidentially and safely• To record the dispensing of drugs following drug protocols• To assist with school medical examinations and other surveillance audits, as and when required <p>To assist with any other duties to ensure the smooth running of the School, as required by the Lead School Nurse, Vice Master or the Director of Finance and Operations.</p> |
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – School Nurse

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| | Essential | Desirable | Method of assessment |
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| | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | |
| Qualifications | Professional nursing qualification – Registered Nurse Level 1 qualification with relevant post registration experience HSE First Aid Certificate | School Nurse qualification | <i>Certificates</i> |
| Experience | Knowledge and experience of providing first aid Knowledge and experience of providing care for children with chronic and minor illnesses Experience of School Nursing/Further Education Nursing Knowledge and understanding of sports injuries Knowledge and understanding of health and safety issues Proficient user of Microsoft Word, Outlook and Excel | | <i>Application form and references</i> |
| Personal competencies and qualities | Able to work well under pressure, remain calm and use own initiative Demonstrates excellent time management and organisational skills Strong communication skills, able to interact well with a wide variety of people Demonstrates ability to work well within a team and support team goals Approachable and positive Committed to continuous self-development and willing to attend appropriate training and meetings Ability to be flexible, to meet the needs of the school | | <i>Application form, Interview and references</i> |