

## Job Description

**Job Title: School Nurse**  
**Reports to: Health Centre Clinical Lead**

### Job context

Uppingham School is an independent co-educational boarding and day school for 11 to 18-year-olds, located in the beautiful market town of Uppingham in Rutland.

Uppingham School employs around 600 full-time and part-time staff in both teaching and support roles.

The School offers a vibrant, supportive and stimulating environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from finance, marketing and IT to buildings maintenance, catering and healthcare. Our 800 pupils are accommodated in 16 houses, taught by 24 academic departments. They participate in a multitude of extra-curricular activities throughout the year, from sports and music to drama and expeditions. In term-time the School operates seven days a week.

Uppingham is a vibrant, stimulating, energetic and forward-looking school. Our community is made up of talented people offering a diverse range of experiences. We welcome applications from candidates who are both experienced and new to working within the independent education sector.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

### Job purpose

The School Nurse provides high-quality, child centred nursing care to pupils, and where appropriate to staff and visitors, within a boarding school environment. Working as part of the Health Centre team and under the direction of the Health Centre Clinical Lead and Deputy Clinical Lead, the post holder delivers safe, professional and compassionate care in accordance with the NMC Code, School policies and relevant statutory guidance.

The role includes clinical care, health promotion, safeguarding responsibilities and close collaboration with House staff, pastoral teams and external healthcare providers to ensure pupils' health needs are met effectively and consistently.

## Responsibilities

### Clinical and Nursing Responsibilities

- Deliver a safe, responsive and high-quality nursing service in line with NMC standards, School policies and best practice guidance.
- Act as Nurse in Charge when appropriate, taking responsibility for the day-to-day running of the Health Centre during designated shifts.
- Undertake triage, assessment, treatment and referral of pupils presenting to the Health Centre.
- Conduct medical assessments for new pupils, liaising with parents, House staff and external agencies (e.g. School Doctor, GP, opticians or dentists) as required.
- Develop, review and maintain individual healthcare plans in collaboration with pupils, parents, House staff and medical professionals.
- Participate in baseline concussion screening and manage the ongoing care and monitoring of pupils with suspected or confirmed concussion.
- Provide first aid and emergency care as required, including maintaining stock and readiness of first aid kits across the School.
- Assess, plan, deliver and evaluate inpatient and recuperative care for pupils admitted to the Health Centre.
- Operate robust procedures for the prevention and control of infection, including outbreak management where necessary.

- Ensure the safe storage, administration and disposal of medicines and medical supplies within the Health Centre and Boarding Houses.
- Maintain a clean, well-organised and safe clinical environment, always ensuring appropriate stock control and hygiene standards.
- Provide a confidential health advice and support service to pupils, signposting to external services where appropriate.

### **Support for Pupils with Medical Needs**

- Act as an expert clinical resource for House staff and pastoral teams, advising on the safe management of pupils' health needs.
- Deliver training for non-medical staff to support pupils with long-term medical conditions, including asthma, diabetes, epilepsy and anaphylaxis.
- Work closely with catering and other relevant teams to support allergen management and pupil safety.
- Provide health advice and preparation for School trips, including identifying, administering and recording travel vaccinations where required.
- Completing Individual Health Care Plans for all pupils where this is necessary

### **Health Education and Promotion**

- Promote positive health, wellbeing and self-care across the School community.
- Undertake a Link Nurse role, building trusted relationships with pupils and House staff.
- Facilitate age appropriate, interactive health education sessions within Boarding Houses.
- Ensure pupils have access to up-to-date and appropriate health promotion materials.
- Keep informed of current public health initiatives and contribute to Schoolwide health promotion activities.

### **Safeguarding, Welfare and Pastoral Support**

- Act at all times in accordance with the School's Safeguarding Policy, procedures and standards of behaviour.
- Adhere to statutory safeguarding guidance, including Keeping Children Safe in Education.
- Liaise with safeguarding leads
- Support the School's Prevent Strategy, ensuring relevant protocols are followed.
- Demonstrate commitment to the School's Equality, Diversity and Inclusion Strategy through professional conduct and practice.

### **Professional, Administrative and Recordkeeping Responsibilities**

- Maintain accurate, confidential and contemporaneous nursing and medical records, both electronic and written.
- Ensure compliance with GDPR and the Data Protection Act 2018, in line with School policy.
- Follow agreed administrative and office procedures to support effective service delivery.
- Ensure mandatory training requirements are completed and kept up to date.
- Maintain professional registration and continuing professional development in line with NMC revalidation requirements.
- Adhere to the National Minimum Boarding Standards relating to medical provision.
- Support the Health Centre Clinical Lead and Deputy Clinical Lead with medical, clinical and administrative duties as required.

### **Health and Safety**

- Maintain awareness of health and safety issues affecting pupils, staff and the School environment.
- Report and record accidents, incidents and near misses in line with School procedures.
- Contribute to maintaining a safe and secure environment for pupils, staff and visitors.

### **Communication and Liaison**

- Work closely with the Health Centre Clinical Lead, Deputy Clinical Lead, Nursing Team and House staff to ensure continuity and consistency of care.

- Liaise appropriately with parents, academic staff and other departments to support pupil wellbeing.
- Maintain effective links with local GP surgeries, pharmacies, School Nursing Teams and other primary healthcare services.

### Other Responsibilities

- Carry out additional duties commensurate with the role, as reasonably requested by the Line Manager.
- Participate fully in appraisal, supervision and professional review processes.
- Support the wider life of the School through positive engagement and collaboration.
- Comply with all School policies and procedures.

### Key relationships

- Housemasters/Housemistresses
- Health Centre Clinical Lead
- Deputy Clinical Lead
- Woodfield (Medical centre) team
- Assistant Head: Safeguarding
- Matrons
- Tutors
- Parents
- Pupils

### Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

### Essential and Desirable Criteria

	Essential	Desirable
<b>Qualifications, Education, Training</b>		
Relevant Nursing Degree, Higher Diploma in Nursing, or Paramedic qualification (HCPC registered)	✓	
Registered Nurse Degree, Child Branch		✓
Current and valid NMC registration or HCPC registration	✓	
Specialist Community Public Health Nursing (SCPHN) – School Nursing qualification		✓
Non-Medical Prescribing qualification		✓
<b>Skills, Knowledge and Experience</b>		
Evidence of ongoing Continuing Professional Development (CPD)	✓	
Basic IT skills, including the ability to use clinical record systems	✓	
Experience of working with children	✓	
Experience in accident and emergency, minor injuries/illness, or general practice nursing		✓
Experience of working within a school setting, particularly a boarding school environment		✓

First Aid qualification		✓
Experience of using SystemOne clinical system		✓
Confident in injury and illness assessment	✓	
Confident in biometric measurement e.g. weight, height, blood	✓	
Confident in urinalysis	✓	
Able to complete spirometry		✓
Confident in venepuncture		✓
<b>Personal Qualities</b>		
Approachable and professional manner, with strong communication skills when working with pupils, parents, staff and external medical services	✓	
Calm, resilient and able to work effectively under pressure, both independently and as part of a team	✓	
Demonstrates initiative and sound professional judgement	✓	
Flexible and adaptable approach to working hours and duties	✓	
Well organised, methodical and attentive to detail	✓	
Willingness to contribute to service development and continuous improvement	✓	

### **Safeguarding**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.