

Job Description – Senior Lead Nurse

<p>Job Description</p> <p>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.</p>	
<p>The School</p>	<p>Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. There are more than 1200 students in the School ranging in age from 7 to 18. BMS enjoys a reputation both locally and regionally for excellence in Sport and Performance Arts and our school community is friendly, happy and supportive.</p> <p>The School is located on the outskirts of Bedford, a town recognised as one of the best places to live in the East of England by the Sunday Times recently. It is also well served by major road links and London St Pancras is only a 40-minute journey away by train. With commanding views of the Bedfordshire countryside, the facilities are excellent: a separate Junior School, dedicated Sixth Form and new purpose-built Science Centre, with faculties clustered throughout the School. Extensive and impressive sports facilities include a fully equipped gym and indoor sports hall, a boathouse on the banks of the nearby River Great Ouse and a swimming pool on site.</p> <p>We offer a premium education appropriate to both boys and girls where the intellectual needs of each student are a priority. The wide and varied curriculum is responsive to the needs of both students and parents. Individuals are assessed at entry and those with particular strengths or learning needs are identified and monitored. Students are encouraged to maximize their academic potential whilst optimising their participation in our diverse and inclusive co-curricular programme. Pastoral care is integral to the success of BMS and all staff are expected to contribute to this supportive culture.</p> <p>Please visit our website: www.bedmod.co.uk for further information on the School.</p>
<p>Summary of the role:</p>	<p>Job Title: Senior Lead Nurse</p> <p>Location: Bedford Modern School, Manton Lane, Bedford MK41 7NT</p> <p>Job Purpose: To manage the provision of nursing care and first aid to all members of the school community</p> <p>Reporting Line: Director of Finance and Operations</p>

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<p>The Vacancy</p>	<p>We are looking to appoint a full-time Lead Senior School Nurse to work alongside another School Nurse providing nursing care and first aid to all members of the school community along with first aid cover for the weekend sports events.</p> <p>Hours: 37 hours per week, term time plus two weeks</p> <p>Salary: Dependant on experience.</p> <p>The successful applicant should be qualified to Registered Nurse Level 1 standard and possess an HSE approved First Aid at Work Certificate or be willing to obtain this qualification.</p>
<p>The Medical Department</p>	<p>The Department is situated in the main school building. It is open Monday to Friday 8.00 am to 4.00pm during term time.</p> <p>The Department will also be open for first aid cover to the school's holiday activity courses for seven weeks of the school holidays (Easter and Summer).</p>
<p>Main duties and responsibilities</p>	<p>Nursing</p> <p>To provide a high standard of service within NMC guidelines to students, members of staff and any visitors while on site. This will include:</p> <ul style="list-style-type: none"> • Organisation and running of nurse drop-in clinics during the span of duty (within agreed level of competence). This may include some Saturday working for sports fixtures. Students attending for routine medication and simple nursing needs. • To provide immediate and ongoing medical treatment as necessary. • Managing students with chronic illness in consultation with their medical advisors and parents. • Arrange relevant training for school staff with regards to the needs of individual students. • To provide first aid and emergency care/treatment as necessary. • To maintain all first aid equipment, boxes and bags within the school. • To provide a confidential counselling and health service as appropriate.

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	<p>Preventive Health</p> <ul style="list-style-type: none"> • Assist the Child Health Department in implementing their ongoing vaccination programme. • Follow procedures for the safe disposal of clinical waste. • Be aware of recommended safe storage, usage and disposal of medical supplies and drugs. • Maintain treatment room stock, hygiene and tidiness. <p>Health Education</p> <p>This will include:</p> <ul style="list-style-type: none"> • Promote health education throughout the school population. • Undertake in an advisory capacity as required by students and staff. • To ensure provision of and access to a range of publicity materials on issues relating to student health. • Keep up to date with current health promotion initiatives. <p>Management and Administration</p> <p>To be responsible for the day-to-day operation of the department. Manage the nursing budget. General administration will include the following tasks:</p> <ul style="list-style-type: none"> • Maintain school medical records accurately, confidentially and safely in line with school procedures. • Record dispensing of drugs following drug protocols. • Maintenance of general office procedures. • To work closely with the Deputy Head (Pastoral & Student Progress) to ensure best practice guidelines are adhered to in relation to nursing and medical care throughout the school. • To develop and maintain systems and processes to ensure a high quality of nursing care for all students. • To attend the schools Health & Safety Committee and any other meetings as reasonably requested by the Senior Leadership Team and Director of Operations. • To maintain records of First Aid trained staff and organise training and updates as required and in liaison with the Senior Deputy Head (Pastoral). • To work closely with the Director of Sport to ensure Saturday Fixtures are adequately covered from a first aid perspective (this will include attending on a Saturday at agreed times for the quality assurance purposes)
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	<ul style="list-style-type: none"> To oversee the Concussion clinic, reviewing data and both in the short term but also the longer term for safeguarding purposes. <p>Health and Safety</p> <p>This will include:</p> <ul style="list-style-type: none"> Have an involvement and awareness of Health and Safety issues within school affecting staff, students or the environment. Keep records of reported accidents and alert the Director of Operations, Deputy Head (Pastoral & Student Progress) and Health and Safety Committee to any emerging patterns <p>Safeguarding</p> <p>Take an active role in safeguarding children and young people by:</p> <ul style="list-style-type: none"> Participating in Strategy meetings when requested providing relevant information Liaising with relevant external agencies such as CAMHS, GPs or Hospital Participating in safeguarding meetings as and when requested by the Deputy Head (Pastoral & Student Progress) <p>Liaison</p> <p>This will include working closely with:</p> <ul style="list-style-type: none"> All members of the nursing team to ensure seamless and continuous care. Parents. Academic Staff and all other departments as necessary. Participation in pastoral care, liaising with the Deputy Head (Pastoral & Student Progress), Assistant Heads, Heads of Year and tutors as needed. Head of Additional Needs Faculty (SENDSCO) Mental Health Lead and Student Support Assistant School health advisors and other members of the Primary Health Care team. Social Services where appropriate. <p>Development</p> <ul style="list-style-type: none"> To keep up to date with own professional development. Work towards the continuing development of the nursing team and department.
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Person Specification			
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.			
	Essential	Desirable	Method of assessment
	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	Possess an HSE approved First Aid at Work Certificate (or be willing to obtain this qualification)	Certificate
Experience	Post registration experience in child or young people nursing.	Experience of working in A&E and/or an educational setting. Occupational Health/Practice Nursing. Accident and Emergency Nursing. Experience of managing staff.	Reference
Skills	A positive attitude towards children and young adults health and wellbeing. Excellent communication skills using various media. Counselling and listening skills. Ability to work alone and remain calm. Ability to use own initiative. Ability to work collaboratively as part of a busy team. Administrative, organisational and ICT skills. The ability to prioritise and meet deadlines.		Application Form Interview Reference
Knowledge	Knowledge of Safeguarding Children in Education	Knowledge and understanding of sports injuries	Application Form Interview

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<p>Personal competencies and qualities</p>	<p>Committed to continuous self-development.</p> <p>The desire to undertake continuous professional training.</p> <p>Positive and enthusiastic, with a flexible attitude.</p> <p>Approachable and open.</p> <p>Ability to adapt to changing situations.</p> <p>Dedicated and conscientious.</p>		<p>Reference Interview</p>
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