

Kisharon Noé School
School Nurse – Job Description and Person Specification

Responsible to:	Deputy Headteacher
Salary:	Band 5 - pro rated salary
Part Time:	0.6 (4.5hours per day - AM)
Weeks/year:	Term-time only

Purpose of Role

The purpose of this School Nurse role is to provide the school with a dedicated First Aid Coordinator and primary contact for pupils and staff requiring first aid information/support during your working hours. This individual will show care and kindness to any person in distress and assess individual requirements for appropriate action.

The School Nurse will also be responsible for students' health needs as detailed in their Education Health Care Plans; which may include liaising with parents, attending annual reviews, liaising with the in-house therapy teams, or external healthcare providers.

About Kisharon Noé School

Kisharon Noé School is a special free school with a Jewish ethos for students aged 4 – 19.

Kisharon Noé School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, an enhanced DBS check, and appropriate safeguarding checks in line with statutory guidance. The successful candidate will be required to uphold and actively support the school's safeguarding policies and procedures.

Our vision

Every child and young person with any learning disability reaches their full potential, maximises their independence and leads a fulfilling life in the community that they want to.

Our mission

- *We foster a strong and inclusive Jewish ethos that guides teaching and learning throughout the school, and welcomes students from all backgrounds*
- *We provide a safe, supportive and stimulating learning environment*
- *We nurture the innate gifts and talents – the “kisharon” – of each of our students*
- *We create personalised and cross-curricular learning journeys for our students*
- *We offer a range of therapies to enhance our students' learning*
- *We teach skills to build our students' confidence, equip them for life beyond school, connect them with high quality adult services, and prepare them for taking an active part in the community*

Our school is based in Hendon on a brand new, state-of-the-art £13.5 million campus. The school currently has 82 students.

The school caters for pupils with a wide range of educational needs, from moderate learning difficulties and autistic spectrum disorders to more severe and profound learning difficulties, as well as physical disabilities.

Responsibilities and Duties

The following is an outline of the range of duties that can be expected of the School Nurse. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the students, which do not change the general character of the job or the level of responsibility entailed.

- To be the primary contact for all serious first aid incidents of pupils and colleagues during your working hours.
- Manage the writing, updating and signing off of all school health care plans which will involve liaising with teachers, parents and medical professionals.
- Manage receipt of pupil medication and permission to administer forms.
- Email distribution to teachers of pupils' daily medical requirements.
- Manage a recording system to record visits to the medical room/team for reference and referral to Specialist Advisor, Group Leader, DSL
- Recording first aid medical logs on databridge and all pupil injury and illness related issues, contacting parents as required and collection arrangements if unwell.
- Monitoring first aid supplies and medication and re-ordering as required.
- To maintain the Medical Room and replenish all First Aid bags around school.
- Ensure that student medication accompanies students when they are off campus for any reason during the school day.
- Nasal flu vaccine co-ordination and staff vaccination (annually).
- To ensure that systems and records are in place and maintained to comply with the School's First Aid Policy and other policies as required.
- Ensure that pupil emergency medical cover sheets are up to date and organised for trips.
- To ensure that all staff members receive accurate and up-to-date information regarding students with particular/serious/chronic health issues.
- To ensure that medical information is entered into the school management information system and is communicated effectively to all staff.
- To ensure that the list of First Aiders is kept up to date.
- To ensure that all medical training (Enteral Feeding, Epilepsy, Catheter etc.) is kept up to date
- To liaise with the school administrator to arrange First Aid courses for staff when required. To include asthma awareness, anaphylaxis & epilepsy management.
- To ensure that the AED (Automated External Defibrillator) is kept in working order.
- To perform any other duties as advised by the Headteacher, Administrators and Pastoral Team with regards to First Aid.
- To liaise with external providers, where necessary.
- To attend annual reviews or multi-disciplinary meetings, where necessary.
- If there is a medical emergency attend hospital with the student and ensure key information is handed over and received.

Supervision

The post holder will receive regular line management meetings with the Deputy Headteacher. The post holder will receive external supervision sessions, to be arranged by the post holder.

Knowledge, experience and skills:	E/D
E = Essential D = Desirable	
<p>Qualifications</p> <ol style="list-style-type: none"> 1. First Aid Qualification 2. School Nursing Qualification 3. Registered Nurse 4. Qualified to deliver first aid training <p>Experience</p> <ol style="list-style-type: none"> 5. Experience of either school nursing, paediatric nursing, adolescent health or A&E. 6. Experience or awareness of special needs 7. Experience of working within a school environment 8. Experience of working independently in a workplace <p>Knowledge, Skills and Abilities</p> <ol style="list-style-type: none"> 9. Time management skills and ability to multitask/prioritise work 10. A basic understanding of Safeguarding and child protection in schools 11. Ability to anticipate potential problems and remedy accordingly together 12. An understanding of supporting diversity and equal opportunities 13. An understanding of health and safety and confidentiality 14. Clear written and spoken English 15. Good numeracy and literacy skills 16. Competent ICT skills <p>Further requirements:</p> <ol style="list-style-type: none"> 17. Commitment to Equality and Diversity 18. An understanding of and commitment to safeguarding 19. Successful Enhanced DBS Status 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Behaviours and expectations:</p> <p>All staff members are expected to adhere to and promote professional standards including the Trust and Academy’s code of conduct and values.</p>	
<p>General:</p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the school and the wider Trust community. At the headteacher’s discretion, based on the needs of the school, you may be redeployed.</p> <p>You will be expected to carry out your duties in line with Kisharon’s policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.</p> <p>You will be required to work at any premises which Kisharon currently has or subsequently acquires or at which it may, from time to time, provide services.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Kisharon and your own professional development.</p> <p>All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.</p>	

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.