

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.

Summary of the role	<p>Job Title: School Nurse</p> <p>Location: Medical Centre</p> <p>Reporting Line: Lead Nurse</p> <p>Hours: Term time only, working on Saturdays from 8.15am to 5.30pm. 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 first aid care to all members of the school community.</p>
Main duties and responsibilities	<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 Senior 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 Senior 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 his weekly surgery and with boarders' medicals • To undertake vaccinations as required • To follow relevant procedures for safe disposal of clinical waste and safe storage, usage and disposal of medical supplies and drugs

	<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 Senior School Nurse or the Bursar.</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 These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
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>