



BOOTHAM  
SCHOOL  
AGES 3-18

*Recruitment of*

**SCHOOL NURSE**

**AT BOOTHAM SCHOOL**



## **JOB DESCRIPTION**

**Job Title:** School Nurse

**Reports to:** Nurse Manager

**Staff Supervised:** N/A

**Key Contacts and Relationships:** All students and staff, Nurse Manager, health centre colleagues, school doctor, parents/guardians, school counsellor, visitors to the school

**Overall Purpose:** To provide a clinically effective, high-quality nursing care service, including first aid, health promotion and pastoral welfare, to students and staff

## **Key Accountabilities:**

- To staff the Health Centre and provide day-to-day health and pastoral care for students (and the whole school community); working as part of a team and at times independently.
- Where necessary arranging for safe dispersal of students home or to alternative care e.g. hospital.
- To manage students with chronic illnesses.
- To administer medications under protocols and contribute to managing replacement of due-to-expire medications.
- To contribute to the administration and processing of all Health Centre forms, vaccination programmes and the like.
- As required to conduct surgery sessions with the school doctor.
- To teach elements of students' personal, health and social education (PHSE) in a classroom situation
- To work collaboratively within the Health Centre team including the school counsellor and school doctor, also with school staff in particular the Designate Safeguarding lead, outside agencies and parents/guardians.
- To deliver and act as a first aider, including all associated administration, in accordance with the School's First Aid Policy. In addition, where required to teach the subject to staff and pupils.
- To handle, record and report (as appropriate) accidents including sports injuries.
- To adhere to the School's Health and Safety Policy and to report any cause of concern, and near-misses (i.e. reporting of accident black spots).
- To participate in pastoral care, working with teaching/boarding staff and parents/guardians.

- To follow approved codes of practice with regard to safeguarding (child protection) issues, including bullying, in accordance with the School's Safeguarding (child protection) and Anti-bullying Policies.
- To integrate Health Promotion for healthy living and healthy relationships, as an aspect of the care delivered to students and staff as appropriate.
- To be a resource for advice on health matters; including travel, sexual health, healthy eating etc. within scope of professional practice.
- To contribute to providing advice/training to teachers on healthcare issues as appropriate.
- To undertake health checks and maintain appropriate records in accordance with NMC requirements.
- To contribute to the production of school health policies.
- To observe confidentiality in accordance with NMC directives and the School Health Centre's Confidentiality policy.
- To observe and adhere to the following NMC Guidelines and directives;
  - The Code of Professional Conduct
  - The Scope of Professional Practice
  - Record Keeping
  - Administrations of Medicines
- Be committed to personal development, at a minimum meeting the requirement for Revalidation with the NMC.

## **Competences required in the role:**

This role requires competences as described in Band C of the Bootham Competences Framework, which is attached to this job description.

*Bootham School is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **Bootham School Health Centre Service Provision:**

The Health Centre team work together to provide the following services:

- Health education & promotion, which aims to enhance the physical and emotional wellbeing of the school community.
- First aid care and some training.
- Minor injury/illness support, referring on for additional medical support as and when required if deemed to be appropriate.
- Emotional support for the Bootham School community which may include sign posting/referral to professional and/or voluntary agencies as deemed appropriate.
- GP surgeries, twice weekly primarily for full and weekly boarding pupils.
- Information giving/sign-posting advice, regarding health and development concerns including: asthma, allergies, behaviour, bullying, enuresis, diet, etc. to any parents on request.

In addition to the above, the School Nursing team plan and deliver the School's Personal, Social and Health Education (PSHE) curriculum, which currently covers students up to Year 10.

## **Bootham School Health Centre clinic hours:**

Monday to Friday

08:00 -20:00

Saturday

08:00 – 16:00

## Benefits and Salary

From Bootham School Strategy 2017-2022:

*We aim, as an employer, to provide a stimulating, fair and supportive working environment in which all employees understand the role they play in building a better world and know that they are valued for playing it.*

Bootham School has its own pay scale. The post of School Nurse is on a Support Staff contract and will be paid a salary equivalent to RCN Band 5 Level 3-5, currently £23,597 to £25,551, depending on experience and qualifications. Progression is by annual increments, subject to satisfactory performance.

The salary will be reduced pro-rata for working part-time (27 hours weekly) for 35 weeks annually.

Staff benefits include:

- Generous holidays (8 weeks in summer, 3 weeks at Christmas and Easter, 1.5 weeks October half term)
- Generous contributions to pension scheme
- Generous school fee discount for children of all staff
- Friendly and supportive colleagues
- Quality meals and refreshments provided, free of charge to all staff
- Pleasant working environment close to York Minster and historic city centre
- On-site parking available (but is not guaranteed)

- Covered, secure bike sheds
- Cycle Scheme to assist in bicycle purchase- Payment of professional subscriptions to approved professional institutions
- Optional annual flu jab, free of charge
- Use of fitness suite and swimming pool

### **The Application Process and Timetable**

To find out more about Bootham School please visit our website at:

[www.boothamschool.com](http://www.boothamschool.com)

Download the Application Form from the Vacancies tab under 'Further Information'

**We look forward to receiving your application by: 10am Wednesday 27th June**

**Interviews will be held: Wednesday 4th July**



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49-57 Bootham, York YO30 7BU  
Tel: 01904 623261  
Email: [office@boothamschool.com](mailto:office@boothamschool.com)  
**[www.boothamschool.com](http://www.boothamschool.com)**