

# PANGBOURNE

## JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**Job Title:** School Nurse

**Reports to:** Senior Nurse

**Manages (if appropriate):** N/A

**Department:** Health Centre

**Hours per week:** Monday: 12.00 midday to 4.00pm  
Tuesday: 8.00pm to 8.00am (overnight)  
Saturday: 1.00pm to 6.00pm  
Term Time Only

**Duration of Contract:** Permanent

**Key working relationships:** Senior Nurse, Health Centre Staff, Heads of Pastoral Care, Housemasters and Housemistresses, House matrons. Pupils

**Job Summary:** To provide safe and up to date medical care of students and staff at Pangbourne College. To undertake independently the triage, diagnosis, treatment and referral of injuries and illnesses in accordance with Health Centre protocols.

**Duties and responsibilities:**

- Provide emergency care of students and staff employed by the school.
- Ensure the college's medical protocol is adhered to at all times.
- Treat and advise staff with common or minor ailments.
- Provide a high standard of research based care to students who are admitted to the Health Centre
- Coordinate the transfer of students to A&E as required
- Provide nursing advice to House staff as requested.
- Ensure the safe storage and administration of medicines according to NMC guidelines, maintaining appropriate records as necessary.
- Ensure adherence to Safeguarding Protocols within the school, discussing any concerns with the Senior Nurse or Head of Pastoral care.

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- Maintain accurate hard copy records of all consultations with students.
- Ensure the maintenance of confidentiality at all times.
- Liaise regularly with the Senior Nurse on Health Centre issues.
- Communicate with parents as necessary.
- Provide high levels of communication with the House staff.
- Maintain an up to date knowledge of chronic diseases and childhood ailments.
- Complete all relevant forms after an accident, following the protocol set out by the Health and Safety Committee.
- Maintain professional competence by attending courses and study days.
- Ensure the that Health Centre is clean, tidy and well presented at all times

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Criminal Records Bureau disclosure.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

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During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to me or a colleague.*

April 2018