

**Position:**

Nurse Primary School/Administrative Assistant

**Working Times:**

Sunday to Thursday 7.00 am to 2.30pm. Term time only.

**Reports to:**

Senior Vice Principal – Head of Primary

**Primary Objective of Role:**

The Primary Nurse will maintain the Nurses Room within the Primary School that will ensure that pupils and staff receive appropriate health care and advice in order to maximise their ability to learn and develop physically, socially and emotionally. The Primary Nurse will work alongside the Secondary Nurse and will also undertake general office duties as requested by the Primary School secretary.

**Accountability and Responsibilities:**

**Nursing Duties:**

- Plan, develop and maintain a Nurse Room offering a comprehensive range of advice and support for pupils.
- Maintain a high standard of care in accordance with professional guidelines and appropriate ethical code.
- Promote a holistic approach to health care, including preventative advice.
- Coordinate First Aid training for staff and First Aid boxes.
- Ensure pupils have the necessary nursing care to maximise the ability to learn effectively and stay safe.
- Promote healthy lifestyles so that pupils can make informed choices concerning physical, social and psychological health.
- Give first aid during sporting events, after accidents or when sudden illness occurs; arrange transport and referral to suitable medical facility as necessary. Create a care plan as necessary.
- Liaise with parents of pupils to plan nursing care needed during the day to help support the student with medical problems whether short or long term.
- Enable pupils with permanent or temporary disability to access lessons with minimal disruption to the pupils' education.
- Support pupils who may be having difficulties of any kind while at school.
- Attend to pupils problems as they occur during the school day and during after school activities.
- Liaise with teaching staff to ensure that pupils receive the most appropriate nursing care to support learning.
- Keep accurate records of nursing care in the form of a nursing log and individual notes for pupils with specific on-going needs. To keep an incident record for serious incidents.
- Refer pupils as appropriate for further support, counseling and guidance.
- Liaise with Primary School Nurse at the West Bay campus and Secondary School Nurse.
- Update pupil medical lists as necessary.

**Vision:** To enable personal growth, instil a passion for learning and create aspirational minds.

**Job Description – Nurse - Primary School (as of May 2017)**

- Maintain hygiene standards within the Primary School.
- Review the Primary Health Policy annually.
- Provide education for pupils on health issues.
- Formulate letters and correspondence with parents.
- Create a medical report using SIMS programme for all school trips and sporting tournaments.
- Follow directives from Ministry of Public Health such as vision testing, growth monitoring and occasional vaccination programmes.

#### Administrative Duties:

- Liaise with pupils, parents and visitors and deal with all enquiries and messages as appropriate.
- General office duties including filing, registers, registers, letters, handing money etc.
- Photocopying, laminating and faxing.
- Ordering and distribution of stock and supplies.
- Coordinate parent evenings, and parents meeting appointment.
- Supervise late pupils until they are collected.
- Be prepared to undertake further professional training development.
- Take part in the appraisal process and meet formally with Line Manager to review agreed targets.
- Comply with Doha College policies.
- Ensure the fire registers are done daily.
- Liaise with facilities team to maintain a safe environment within the school.

#### Experience, Knowledge and Skills:

- Working with children / young people, preferably in an educational setting.
- Valid nursing experience in a hospital or other environment.
- Sensitive, caring and responsive to the needs of children / young people.
- Fluent in English.
- Knowledge of computer applications such as MS Word, Excel etc.
- Ability to support, advice and counsel.
- Good communication skills.
- Willing to undertake further training as required.
- Administrative background.

#### Education and Training:

- Recognised nursing qualification:
  - ◆ Registered General Nurse (RGN) – Essential.
  - ◆ Registered Sick Children’s Nurse (RSCN) – Desirable.
  - ◆ Currently registered with a recognised nursing body in home country.

#### Special Circumstances:

- It is essential that the holder of this position is caring, supportive and sensitive to children with specific needs.
- Prepared to obtain license as a Registered Nurse with Qatar’s Ministry of Public Health, if not already.