**Job Description**

**Junior School Nurse/Healthcare Assistant**

**Reporting to:** Lead Nurse

**Responsible to:** Head of the Junior School

In order to meet the high standards expected of a Nurse/Healthcare Assistant in our school, we are seeking to employ a person with the following qualities, experience, skills and abilities.

**Essential Criteria:**

* Excellent communication and interpersonal skills
* Clear empathy and understanding of girls’ and boys’ development and needs
* A flexible approach to working hours
* Full current UK driving licence and use of a car

**Desirable Criteria:**

* Registered Nurse (RGN)
* \*Experience in paediatrics or working with children
* \*Experience of sports injury care and treatment
* \*First Aid at Work/First Aid Instructor Certificate
* Experienced in an educational/institutional environment duties

\*Training will be available if not already qualified or experienced

**The duties of the Nurse/Healthcare Assistant include (but are not limited to):**

* Co-ordinating the operations of the Treatment Room
* Attending to pupils who take ill during the School day
* Communicating with parents and relevant staff as necessary
* Thorough recording of all First Aid provided to children and staff
* Comprehensive note taking/report writing in relation to incidents/accidents to be reported to the Bursar, Principal and the Health and Safety Executive
* To maintain patient confidentiality at all times
* Supporting the role of the School Counsellor
* Maintaining communication with relevant external agencies as required; GP, Health Visitors, CAMHS etc
* Ensuring the security and delivery of controlled medicines
* Maintaining stocks of ‘over the counter’ and prescribed medicines
* Ensuring relevant training is provided to staff in respect of the giving and storing of medicines
* Preparing and reviewing medical policies, ensuring compliance with appropriate regulatory requirements, in liaison with the Senior School Sisters
* Maintaining first aid equipment throughout the Junior School
* Providing First Aid during the home sports fixtures
* Ensuring that all School ‘First Aider’ staff are competent and have undertaken training and that qualifications are valid
* Attendance at and reporting to the Health and Safety Committee, when required
* May include other duties as part of School life, as required by The Head of the Junior School

**The Appointment**

The appointment is part-time, term-time only, hours to be discussed

The salary will be based on qualifications and experience (Pro-rated for term time only)

The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.