

Job Specification

Academy :	Leeds East Academy
Job Title:	School Nurse
Grade:	NHS Band 5, term time only, plus 10 days
Accountable to:	Vice Principal (Attendance, Inclusion & Community)

Role:

The overall purpose of the post is to provide first aid and medical assistance to students and staff at Leeds East Academy. The person appointed will also play a key role in promoting the on-going health and welfare of the community through home visits to students who are reported absent due to illness.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters, guide the work of every adult working at or associated with Leeds East Academy.

General Duties and Responsibilities:

- To attend to the medical needs of students and staff
- To receive medication from students for safe keeping and administration as directed
- To liaise with School Health to administer an annual health programme of medical and dental inspections, eye tests, hearing tests and injections
- To arrange for students to go to hospital/home/doctors/dentist etc and take them when necessary
- To ensure accident reports and Risk Assessment forms are completed in accordance with the Health & Safety policy and that statistics are produced
- To provide first aid training for students and staff
- To work with the attendance and pastoral teams, to help to improve attendance to the academy
- To work closely with families and students, promoting healthy lifestyles, meeting with families, and doing home visits to support the attendance team where relevant
- To assist with the provision of the Healthy Schools programme through the academy's Value Curriculum
- To take an active role in supporting healthy eating and be available to work with groups of students across the school
- To ensure First Aid boxes in school are equipped, checked and re-filled
- To attend meetings as required
- To liaise with feeder primary schools prior to the beginning of each academic year, and at other relevant times, in order to ensure the smooth transfer of medical information for the new intake students
- To keep records of daily incidents

- To keep students' medical records up to date
- To complete required medical support plans and risk assessments for staff and students
- To keep stock of equipment and materials and order as required, within an allocated budget, ensuring deliveries are accurate and invoices are correct
- To operate computer to input/retrieve data and to produce reports etc
- To comply with security requirements of the position ensuring keys and medicines are kept secure and that data protection requirements are met
- To ensure medical training and approach is up to date and in line with current medical advice and practice
- To provide the student information desk with support in terms of student welfare
- To carry out any other duties appropriate to the post which may be required
- any other duties commensurate with the post

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed	Mr C. Stokes	Dated	12/3/17
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