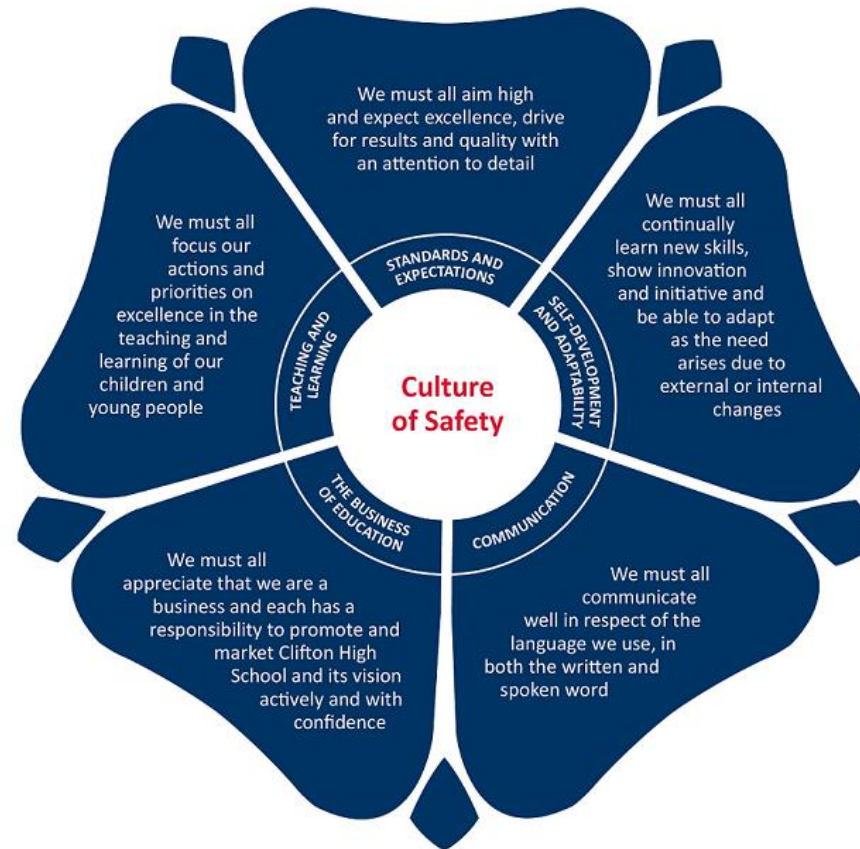


## SCHOOL NURSE



## FURTHER DETAILS



## Clifton High School

co-educational nursery school to sixth form

### ACCOUNTABILITES AND DESCRIPTION OF POST

|                    |   |
|--------------------|---|
| <b>JOB TITLE:</b>  | <b>SCHOOL NURSE</b>   |
| <b>DEPARTMENT:</b> | <b>BUSINESS SUPPORT</b>                                     |
| <b>REPORTS TO:</b> | <b>SCHOOL HEALTHCARE PRACTITIONER AND WELLBEING ADVISOR</b> |

#### 1. GENERAL QUALITIES

The School places a great emphasis on pastoral care and the School Nurse is an invaluable part of this, providing medical care and emotional support for children through their formative years. The ability to be an objective, supportive listener and to liaise with our school counsellors, parents and staff is vital.

The School Nurse will also frequently have to deal with parents, for example, if parents are called to come and collect their child from the Medical Room. Good interpersonal skills as well as clinical expertise are essential, as some parents may be understandably anxious at this time.

The School Nurse will work as part of a team but the ability to work independently is important. It is important that the Nurse builds good relationships with other members of the pastoral team and the wider school community.

#### SAFEGUARDING

The School Healthcare Practitioner and Wellbeing Advisor will be committed to Safeguarding and promoting the welfare of children and young people both in and out of the School when in their charge and care. They will also ensure that any volunteers they have engaged to work with the children are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

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| 2. | <p><b>MAIN RESPONSIBILITIES OF SCHOOL NURSE :</b></p> <p>Responsibility for healthcare and wellbeing arrangements at Clifton High School, including the management of:</p> <p><b>School Healthcare</b></p> <p><b>1. Accidents</b><br/> For minor accidents, administer first aid as necessary and record.<br/> For more serious incidents, administer first aid, contact parents, and refer on to G.P/hospital and record/report as necessary.</p> <p><b>2. Short term illness</b><br/> Care for the pupil until they are either ready to return to lessons or are collected by parents.</p> <p><b>3. Long term illness</b><br/> Management of care given to pupils at school with long term medical conditions e.g. diabetes, severe allergies, to enable them to participate in as full an education as possible. Give training to staff as necessary.</p> <p><b>4. Medication at school</b><br/> Administer non-prescriptive medication for minor illness using professional judgment.<br/> Administer prescribed medication, providing there are clear written instructions from parents.<br/> Record all prescribed and non-prescribed medication given.</p> <p><b>5. Medical records</b><br/> Assist the School Healthcare Practitioner in the following duties:<br/> Check and collate medical records as completed by parents upon pupil's entry to the School.<br/> Conduct a medical interview with all pupils entering Reception and Year 3.<br/> Conduct a medical interview with all pupils entering the Senior School at Year 7 and again at Year 10.<br/> Liaise with parents regarding the best care that can be given, especially for those pupils with long term medical conditions.<br/> Alert appropriate staff to any relevant medical problems that a pupil may have.<br/> Keep the Head of School and Deputy Heads of School informed of any more serious concerns regarding the health of any pupil.<br/> Monitor height and weight measurement for pupils at regular intervals.</p> <p><b>6. Health and safety requirements</b><br/> Ensure the Medical Room is kept well stocked to the required standard, i.e. clean and ready for use at all times.</p> |
|----|---|

Undertake and maintain 3 day “First Aid at Work” and Paediatric First Aid qualifications.  
Check and replenish all first aid boxes and prepare first aid kits for school trips.  
Check and replenish biohazard supplies throughout school.

**9. Attend School events to provide first aid support.**

Coordinate with the School Healthcare Practitioner and Wellbeing Advisor to ensure attendance at certain school events to provide First Aid.

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| 3. | <p><b>TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF THE SCHOOL NURSE</b></p> <p>This is a term time role; hours of work will be 10:00am – 2.00pm, Monday – Friday. Attendance at annual School events, Open Days, Rose Day, Carol Concert, Marquee Week and staff meetings is required. As such, the flexibility to occasionally work outside normal working hours is required.</p>   |
| 4. | <p><b>SKILLS AND EXPERIENCE REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Paediatric 1st Aid</li> <li>• Qualified healthcare professional</li> <li>• Wellbeing training or experience of giving wellbeing advice</li> </ul>  |
| 5. | <p><b>COMMUNICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Head of School, Council of Governors, Deputy Head of School, Head’s PA and Senior Administration Manager and Head’s Communication and Manager</li> <li>• Leadership, Marketing and Finance teams</li> <li>• Members of staff across the School</li> <li>• Current pupils and parents; prospective parents and pupils ; friends of the School and visitors to the School</li> <li>• External professional bodies</li> </ul> <p>The postholder will be required to act in a professional manner at all times, establishing good working relationships with colleagues. The position also requires good communication skills when working with staff, pupils, parents and visitors to the School</p> |

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.**



## Clifton High School

co-educational nursery school to sixth form

### PERSON SPECIFICATION

|                             |  |   |  |
|-----------------------------|--|---|--|
| <b>JOB TITLE:</b>           | <b>SCHOOL HEALTHCARE PRACTITIONER AND WELLBEING ADVISOR</b>  |   |  |
| <b>DEPARTMENT:</b>          | <b>BUSINESS SUPPORT</b>  |   |  |
| <b>REPORTS TO:</b>          | <b>DEPUTY HEAD</b>   |   |  |
| <b>ASPECTS</b>              | <b>Essential</b><br><br>Qualities which are essential to the satisfactory performance of the job and without which an applicant cannot be appointed  | <b>Desirable</b><br><br>Qualities additional to those described as essential which may enhance your application. This is not an exhaustive list and you may add anything you feel is relevant to your application for the role. | <b>Assess by</b><br><br>AF = application form<br>I = Interview |
| <b>Skills and abilities</b> | <ul style="list-style-type: none"><li>• Good interpersonal skills</li><li>• Ability to communicate effectively, both orally and in writing</li><li>• Good IT skills, including full knowledge of MS Office</li></ul> | <ul style="list-style-type: none"><li>• Knowledge of SIMS database system</li></ul>   | AF/I   |
| <b>Experience</b>           | <ul style="list-style-type: none"><li>• Recent experience of working in healthcare environment</li><li>• Working with children</li><li>• Experience of maintaining patient records</li></ul>                         | <ul style="list-style-type: none"><li>• Experience of working in a school or university</li><li>• Managing individual care plans</li></ul>  | AF/I   |

|  |  |  |      |
|--|--|--|------|
| <b>Qualifications and Professional Development</b> | <ul style="list-style-type: none"> <li>• A good standard of written English, minimum C grade at GCSE or equivalent</li> <li>• Current Paediatric first aid qualification</li> <li>• NVQ in Healthcare or similar</li> </ul>  |  | AF   |
| <b>Personal competencies and qualities</b>         | <ul style="list-style-type: none"> <li>• Commitment to own professional development</li> <li>• Adaptable and flexible</li> <li>• Ability to deal with challenging situations</li> <li>• Willing to take responsibility and to show initiative</li> <li>• Tact around sensitive medical and personal information</li> <li>• Able to work with other key members of the pastoral team</li> </ul> |  | AF/I |
| <b>Attitudes and Outlook</b>                       | <ul style="list-style-type: none"> <li>• Approachable to both pupils and staff</li> <li>• Boundless energy and vision</li> <li>• Ability to work under pressure and a capacity for hard work</li> <li>• Ability to appreciate the needs of the whole school</li> <li>• Positive and proactive approach to continuous improvement</li> </ul>  |  | I    |