

Westholme Senior School

**Wilmar Lodge, Meins Road  
Blackburn BB2 6QU  
Tel: 01254 506070  
www.westholmeschool.com**

**Required for November 2017**

**SCHOOL NURSE**

Westholme School, established in 1923, is a successful independent school located on the rural outskirts of Blackburn. The school is based across 3 sites, providing a first class education to around 800 pupils, aged 3 months - 18 years.

The excellent pastoral care at this successful independent day school is based upon supporting individual pupils. We believe pupils who feel well, safe, secure and confident will achieve fulfilment in their life at school and in their lives beyond school, whether academic, extra-curricular or personal.

**Job Description**

This is an exciting opportunity to develop an existing role. The School Nurse is part of a wider pastoral team whose aim is to promote the physical health and emotional wellbeing of the pupils and staff.

The School Nurse works closely with Senior Management, pastoral staff, form tutors/class teachers and the Wellbeing Advisor.

**Reports to:** Deputy Head – Pastoral

**Accountable to:** Principal

**Salary:** Equivalent toBand 5 of the NHS pay scale

**Hours & Holidays:** The usual hours are 8.30am – 4.00pm, 5 days a week during term-time. Most of this time will be spent at the Senior School with visits to the other sites at arranged times or during an emergency. It is expected that the School Nurse will work for one day prior to and one day after the end of each school term in order to ensure that records and resources are in order. In the holidays, it is expected that emails will be checked periodically as well as being in school for additional days during these times by arrangement with the Pastoral Deputy. The School Nurse will need to attend full staff meetings and INSET at the end/prior to the start of each academic term and the weekly staff meeting at Senior School at 8.25am on Mondays.

The position may require some flexibility at times. The School Nurse is also expected to attend some evening and weekend functions and school events where pupils will be present and first aid cover is required.

**Main Duties and Responsibilities**

**Medical care**

The School Nurse will be required to:

* provide first aid and advice on medical matters to pupils and staff across all sites and to liaise with parents where necessary;
* ensure all nursing interventions are evidence-based and clinically effective;
* deal with emergencies and where appropriate the emergency services. In the case of students this may involve accompanying them to casualty and remaining in loco parentis until parents can arrive;
* maintain confidentiality;
* adhere to the multi-agency procedural guidelines for Safeguarding;
* to assist the clinical medical officer with medical examinations/ immunisation/vaccination programmes involving the School population;
* request and maintain records and confidential medical files including creating and implementing Health Care Plans where appropriate;
* ensure emergency medical cards/pupil medical lists are up to date and available;
* maintain professional knowledge;
* amend and update as necessary Westholme’s First Aid Policy and ensure its implementation;
* to meet and work with teaching/pastoral staff/wellbeing advisor when required;
* to liaise with outside agencies when required (e.g. GPs/CAMHS when appropriate);
* to arrange and meet with individual pupils and staff (by appointment and drop-in).

**The maintenance of Medical Resources**

The School Nurse will be required to:

* maintain appropriate medical resources at all sites including regular checks/replenishments of first aid equipment, defibrillators, emergency asthma kits, Epipens and first aid kits;
  + provide staff leading school visits and residential trips with appropriate first aid kits and advise them on the medical needs of participating pupils.

**Health Education**

The School Nurse will be expected to:

* + liaise with staff in the organisation and delivery of parts of the PSHE programme. Topics may include growing up, birth control, STDs, smoking, drugs, healthy diets, stress, puberty, relationships, etc;
  + deliver first aid training to students and staff;
  + update and advise teaching staff on basic medical information, new rules/regulations/ procedures;
  + to provide staff INSET sessions as required.

**Health and Safety**

The Nurse liaises with the School Health and Safety officers and is required to:

* report accidents involving hospital visits to HSE (RIDDOR);
* maintain the records of all accidents involving any persons on the Westholme sites;
* be an active member of the school’s accident committee by monitoring accidents and looking at prevention strategies;
* assist in writing risk assessments as required for pupils and staff (e.g. pupils on crutches/ pregnancy).

The School Nurse will be expected to maintain high personal standards of conduct, hygiene and dress to sustain public confidence and must adhere to the School’s non-smoking policy.

**Knowledge, Skills and Experience required for the post:**

|  |  |
| --- | --- |
| Qualifications and Experience | * Candidates must possess a nursing qualification and be on the current nursing register. * Preferable but not essential - experience of delivering training to staff and pupils * Experience of working with children and young people (all ages), preferably in a school environment |
| Skills | * An appreciation of the range of difficulties and issues children and young people can experience, physically and mentally * An ability to work with a high level of autonomy and collaboratively as part of a strong, cohesive team * An ability to refer and signpost pupils and staff to relevant organisations and sources of support |
| Personal Qualities | * Excellent inter-personal and communication skills * Flexibility * A high level of professionalism that respects the importance of confidentiality and is committed to ensuring the best practice in and development of the school nursing service |
| Philosophy and Ethos | * A commitment to safeguarding and promoting the health, welfare and wellbeing of children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children * Strong support for the strategic direction of the school |

Applications using the school form should be sent to the Principal by noon on **Friday 20th October 2017.** Interviews will be held week commencing Monday 6th November. Applicants who have heard nothing by Friday 17th November should assume they have been unsuccessful.

Westholme School is committed to safeguarding and promoting the welfare of children and all

staff must share this commitment – please refer to our Safer Recruitment and Safeguarding

policies on our website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.