

Job Description – School Nurse

Job Description

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

The School

Bedford Modern School is an Independent Co-educational Day School. There are in excess of 1200 pupils in the School from age 7 to 18. The School is governed by the Harpur Trust.

The School is located on the outskirts of Bedford with commanding views of the Bedfordshire countryside. It is very accessible to major road links and to the main train line, London St Pancras being only 37 minutes from Bedford. The facilities are excellent: a separate Junior School, dedicated Sixth Form building, faculties clustered throughout the School and extensive and impressive sports facilities.

At Bedford Modern School there is a wide and varied curriculum that is responsive to the needs of pupils and parents. The School offers a premium education appropriate to both boys and girls where the intellectual needs of each pupil are a priority. Individuals are assessed at entry and those with particular gifts or learning needs are identified and monitored. Pupils are encouraged to maximize their academic potential whilst optimizing their participation in the diverse and inclusive co-curricular programme. Pastoral care is integral to the success of the School and all staff are expected to contribute to this supportive culture.

The School enjoys a reputation both locally and regionally for excellence in the Performing Arts and Sport. It is a particularly friendly, happy and supportive school community.

Please visit our website: www.bedmod.co.uk for further information on the School.

Summary of the role:

Job Title: School Nurse

Location: Bedford Modern School, Manton Lane, Bedford, MK41 7NT (some travelling may be required to other Harpur Trust schools and the Harpur Trust Office).

Job Purpose: To provide nursing care and first aid to all members of the School community.

Reporting Line: Senior School Nurse

Hours: 37.5 hours per week (Monday to Friday), plus some Saturdays, term-time only plus 7 weeks during the Easter and Summer term.

Nursing Department

The Nursing Department is situated in the main School building. It is open Monday to Friday 8.00 am to 5.30 pm during term time. Students, staff and visitors to the School are welcome to use it. The Department is staffed on a

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	<p>shift basis Monday to Friday from 8.00 am to 4.00 pm and from 9.30 am to 5.30 pm. Saturday sporting fixture cover is required during the Autumn and Spring Terms. The Department is also open to provide First Aid cover to the School's Holiday Activity Courses for seven weeks of the School holidays. This is covered by the Senior School Nurse but occasional cover may be required.</p>
<p>Main duties and responsibilities</p>	<p>1. Nursing</p> <p>To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site. This will include:</p> <ul style="list-style-type: none"> • Organisation and running of nurse drop-in clinics during the span of duty (within agreed level of competence). This will include some Saturday cover for sports injuries. Pupils attend for routine medication and simple nursing needs. • To provide immediate and ongoing medical treatment as necessary. • Managing pupils with chronic illness in consultation with their medical advisors and parents. • To provide a 'call-out' service for accidents and emergencies within the School estate and request Emergency Services where appropriate. • Provide First Aid and emergency care/treatment as necessary. • To maintain all First Aid equipment, boxes and bags within the School. • Provide a confidential health service as appropriate. <p>2. Preventive Health</p> <p>Assist the School Immunisation Team in implementing their ongoing vaccination programme.</p> <p>3. Health Education</p> <p>This will include:</p> <ul style="list-style-type: none"> • Promote health education throughout the School population. • Undertake health education in an advisory capacity as required by students and staff. • To ensure provision of and access to a range of publicity material on issues relating to student health. • Keep up to date with current health promotion initiatives. <p>4. Administrative</p> <p>This will include:</p> <ul style="list-style-type: none"> • Maintain medical records accurately confidentially and safely and to a high standard, ensuring accurate and rapid retrieval of information.

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- Record dispensing of drugs following drug protocols.
- Maintenance of general office procedures.
- Preparation of records for School trips and visits.

5. Health and Safety

This will include:

- Have an involvement and awareness of Health and Safety issues within school affecting staff, pupils or the environment.
- Keep records of reported accidents.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.

6. Liaison

This will include working closely with:

- Other members of the nursing team to ensure seamless and continuous care.
- Parents.
- Academic staff and all other departments as necessary.
- Participation in pastoral care, liaising with the School Counsellor, Tutors and Parents.
- School health advisers and other members of the primary health care team.
- Social services where appropriate.

7. Development

- To keep up to date with own professional development.
- Work towards the continuing development of the nursing team and department.
- To follow professional re-validation requirements.

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Person Specification The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Professional Nursing Qualification; Registered Nurse Level 1. Possess an HSE approved First Aid at Work Certificate (or be willing to obtain this qualification).		<i>Certificates</i>
Experience	At least two years' post-registration nursing experience.	Experience of working in A&E and/or an educational setting. Occupational Health / Practice Nursing. Accident and Emergency Nursing.	<i>Reference</i> <i>Interview</i> <i>Application form</i>
Skills	A positive attitude towards children and young people. Excellent communication skills using various media. Good counselling and listening skills. Ability to work alone and remain calm under pressure. Ability to use own initiative. Ability to work collaboratively as part of a busy team. Administrative, organisational and ICT skills. The ability to work under pressure, prioritise and meet deadlines.		<i>Application form</i> <i>Interview</i> <i>Reference</i>

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Knowledge	<p>Knowledge of safeguarding in nursing.</p>	<p>Knowledge and understanding of sports injuries.</p> <p>Knowledge of Safeguarding Children in Education.</p>	<p>Application form</p> <p>Interview</p>
Personal competencies and qualities	<p>Committed to continuous self-development.</p> <p>The desire to undertake continuous professional training.</p> <p>Positive, enthusiastic, energetic and flexible attitude.</p> <p>Approachable, open and honest.</p> <p>Ability to adapt to changing situations.</p> <p>Dedicated, conscientious and hard working.</p> <p>Display a calm, reassuring manner with students, staff, parents and visitors.</p>		<p><i>Reference</i></p> <p><i>Interview</i></p>