



Mrs Maria Coulter BSC (Hons) PGCE NPQH
Headteacher

Job Description

School Nurse

Job Purpose	<p>To support the nursing team in providing clinically effective, high quality nursing care to pupils, and first aid care to all members of the school community.</p> <p>Staff at Bournemouth Collegiate School must fully commit to the ethos of the school, as laid out in the Mission Statement and Aims and 'live' the values of the school.</p>
Responsible to	Business Manager
Key Responsibilities	<ul style="list-style-type: none">• Adhere to the NMC Code of professional conduct and be conversant with the Scope of professional practice and other NMC advisory papers.• Use evidence-based practice to develop and maintain a high quality of nursing care.• Be responsible for appropriate development of protocols and policies as required.• Ensure the smooth and efficient running of the Medical Wing using relevant systems and processes.• To provide a high standard of care within NMC guidelines to pupils, staff and any visitors to the school.• Provide first aid and emergency care and treatment as necessary - this includes maintaining stock of all school first aid kits.• Provide a confidential counselling and health advice service as required.• Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.• Follow guidelines to ensure high standards of infection control.• 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 levels and ensure a clean, tidy environment• Facilitate boarding pupils to attend any medical, dental or other health appointments as necessary.

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY
+44 (0)1202 714110 | prep-admin@bcschool.co.uk
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

bournemouthcollegiateschool.co.uk

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- Provide a high standard of in-patient care to pupils to include intervention as appropriate and effective communication with all staff, parents and guardians
- Keep up to date with current health promotion initiatives and promote health education throughout the school population.
- To ensure the provision of and access to a range of publicity materials on issues relating to pupil health.
- Maintain medical records accurately, confidentially and safely.
- Maintain general office procedures.
- Keep records of reported accidents, monitor trends and send monthly reports to Business Manager.
- Liaise with external multi-disciplinary healthcare teams where appropriate.

General

- To carry out such other reasonable duties and responsibilities within the overall scope of the post.
- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- As an Employee of Bournemouth Collegiate School you may be required to provide support and cover across all sites as and when required.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Principal

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

It may be reviewed and may be subject to modification or amendment after consultation with the post holder.

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Signed:

Date:

Post Holders name:

Signed:

Date:

Headteacher: Maria Coulter

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BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533



PART OF
CATS
GLOBAL SCHOOLS



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Person Specification

		Essential	Desirable
Qualifications	Degree in nursing or Registered Nurse		✓
	First Aid qualification		✓
	Driving licence (to travel between school sites)	✓	
	Current NMC registration		✓
Experience	Professional competence	✓	
	Recent CPD and medical experience	✓	
	Use of databases, email and other IT systems.	✓	
	Paediatrics / Practice Nursing / First Aid training / Asthma / A&E / Diabetes/ Counselling		✓
	Working in a school environment		✓
	Working on own initiative without instruction	✓	
	Experience of sports injury assessment and treatment		✓

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Knowledge and understanding	Relevant regulations and guidelines	✓	
	National Minimum Standard of boarding schools		✓
	Understanding of how the role of School Nurse contribute and align to school life		✓
	Confident approach to medical issues with the ability to communicate confidently to pupils, parents, staff and outside agencies	✓	
	Able to respond calmly, quickly and confidently.	✓	
	The ability to work as part of a wider team of support staff and pastoral staff	✓	
	Confident knowledge of Keeping Children Safe in Education and Safeguarding Children		✓
Skills	Ability to build effective relationships with pupils, parents and staff	✓	
	Good listening skills, patience and an understanding of	✓	

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	<p>the emotional needs of young people.</p> <p>Communication - clear, concise, timely and appropriate oral and written communication</p> <p>A professional, adaptable and proactive attitude</p> <p>Systematic and efficient organisation</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
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