**Job Description**

**Job Title:** School Nurse Manager

**The School:** King Edward’s School, founded in 1552, is an Independent Co-Educational Day School; there are currently approximately 800 pupils in the Senior School (including 240 pupils in the Sixth Form), 200 in the Junior School and 100 in the Pre-Prep.

The School is wonderfully situated on a 14-acre site on the south eastern edge of Bath, just below the University, with fine views of the City Centre and surrounding hills. In addition, there are attractive playing fields one mile from the school at Bathampton.

**Reports To:** The Bursar, reporting on a pastoral and pupil-facing issues to the Deputy Head (Pastoral)

**Place of work:** Mainly based in the Medical Centre but will need to visit other areas of the site as required.

**Responsible for:** 1 Registered Nurse

**Purpose of Job:** The School Nurse Manager has overall responsibility for the day-to-day management of the Medical Centre to ensure the highest levels of care for pupils, with responsibility for the strategic development of the Medical Centre following best practice guidelines from the Royal College of Nursing, Independent Schools Association and other regulatory bodies as necessary.

**Main Duties and responsibilities:**

**Management and Administration**

* Identify opportunities for improving and developing management practices and operational procedures to ensure a compliant and cost-effective service. Ensure opportunities for improvement are identified and implemented where appropriate, recognising and responding to changing School and Medical Centre requirements.
* Use research-based practice to plan, deliver and evaluate school nursing interventions throughout the school.
* Ensure the Medical Centre Team’s mandatory and core clinical training requirements are met and recorded in accordance with NMC (Nursing & Midwifery Council) guidelines.
* Ensure the nursing team and other relevant staff are kept up to date with training and development on School procedures and policies and there is a process in place for team communication, ensuring seamless and continuous care for pupils. Work with Absence and Pastoral staff on tracking attendance at the Medical Centre and ensure accurate and confidential record-keeping is in place where appropriate.
* Identify skills and competencies required for each nurse and through the appraisal processes set objectives for learning needs through formal training, supervisory sessions, distance learning. Thereafter, undertake assessment of the progress or achievement of skills and competencies of each Team Member as part of their annual performance review and NMC registration and revalidation.
* Ensure an appropriate level of cover is made available for the provision of an efficient and effective service that always meets the needs of the School.
* Alongside HR, co-ordinate and manage recruitment for the Medical Centre and plan induction programmes.
* Manage the Medical Centre budget and spend, working with the Finance Manager.
* Liaise with the Estates Department regarding maintenance and the continuous improvement of the Medical Centre Facilities.
* Audit, review and update or implement medical and first aid policies, risk assessments, care plans, protocols and procedures as well as health and medication recording. Recommend improvements where appropriate.
* Ensure that all members of the team renew their registration every 3 years.
* Oversight of whole school First Aid training.

**Clinical**

* Deliver first aid/emergency/nursing care for all pupils, staff and visitors as required and to provide ongoing nursing care and regular assessment of unwell pupils admitted to the Medical Centre. Recording and reporting accidents and treatments as required both externally and internally
* To be responsible for the standard of nursing care for all patients through ensuring correct processes and procedures are implemented and kept up to date; and that staff have the required skills to meet the standard of care at the recommended level.
* Co-ordinate and ensure the smooth running of any immunisation programmes, working with Virgin Care to improve this experience across the three schools; oversight of any doctors’ clinics including organising and scheduling staff flu vaccinations
* Manage the process for new pupil registration to the Medical Centre, ensuring the appropriate medical information is received, added to the school database, and that care-plans are produced for new pupils in liaison with parents, carers and specialist health professionals where required.
* Ensure appropriate systems are in place to monitor and plan the care of all students’ healthcare needs. This includes carrying out health assessment, immunisation and health promotion programmes and ensuring pupil health records and care-plans are up-to-date.
* Organise a system for appropriate sharing of medical information including care plans, to all who need them, including staff leading trips.
* Provide safe, secure and effective processes for the ordering, handling. storage, administration, recording and disposal of drugs as well as safe disposal of clinical waste.
* Ensure that students’ scheduled medications are available as required.
* Ensure adherence to best practice in respect of infection control including responsibility for keeping abreast of updated requirements with regards to COVID-19 and any future pandemics.
* Ensure that appropriate audits are carried out on individual Nurses’ adherence to medical protocols.
* Maintain cost effective controls of all clinical supplies (including ordering, storage, stock rotation and correct usage)
* Ensure a comprehensive and accurate process of confidential record keeping is in place in line with GDPR.
* Promote the wellbeing, physical and mental health of all students to enable them to achieve their educational potential and participate fully in school life. Promotion and development of listening services and sexual health clinics, and other identified pupil-facing services within the Medical Centre.

**Provision and lead on training in health-related issues**

* Take ownership for and develop all policies and standards relating to medical provision in the School for sign off by line manager before updating school management.
* Ensure that all medical staff are competent in using SIMS
* To liaise closely with key staff on PSHE, ensuring there is provision and access to a range of Health promotion materials and a co-ordinated Medical Centre participation both in the PSHE programme where appropriate, and to support a ‘whole school approach to health’.
* Provide training for staff on supporting children with medical needs in School.
* Lead the provision of training and support for the Nurses’ on basic medical issues and updates to maintain and improve best practice.
* Meet with other members of the School community on a regular basis, including operations and catering.
* Attend Common Room meetings each Monday, Health and Safety committee, and Pastoral Committee.
* Organise regular team meetings and sessions focussing on significant event analysis and forward planning.

**Professional:**

* Maintain accurate records on School systems in accordance with organisational policies, including IT, while adhering to the Medical Centre and School Policy on Confidentiality and Information sharing.
* Follow Local Authority Safeguarding procedures for Safeguarding children, The Child Protection Act 1989 and Keeping Children Safe in Education, understanding what is required of School Nurse input to multi-agency meetings.
* Keep up to date with practice and professional development to fulfil the revalidation criteria set down by the NMC – both for self and the team.

**Internal & External Contacts and Key Relationships:**

* The post holder is expected to work in partnership with pupils, parents, school staff, School doctors, and other appropriate agencies.
* The post involves communicating with all staff groups using all forms of communication across the school.
* Liaise with the School’s Counsellors, Pastoral and Safeguarding Leads and assist in the provision of welfare support for pupils as appropriate.

**Person Specification:**

* The Post-holder should have the following relevant qualifications and experience to do the job competently:
* Registered Nurse on the Nursing & Midwifery Council register (NMC) with significant post-registration experience and a valid NMC Registration PIN
* Up to date First Aid at Work qualification
* A degree in a health-related field is desirable as is a Management Qualification
* A minimum of 3 years previous experience in either a school environment, Minor Injuries Unit or Practice Nursing.
* Experience of care provision of young people with a sound understanding of the issues of adolescence and mental health.
* Good understanding of Clinical Governance
* Proven leadership experience of managing and motivating others.
* Proven experience of leading a team through a period of change.
* Competent IT skills, to enable the maintenance of a school database of pupil medical details including working knowledge of Microsoft Office, Excel, Word, Outlook and Teams
* Previous experience of managing budgets
* Word Processing and general office computer skills including MS Word, Excel, SIMS database preferred
* Be organised, methodical with attention to detail.
* Be able to demonstrate energy and enthusiasm and have a good sense of humour; yet remain calm in a crisis.
* Confident, empathetic and tactful communicator with good listening skills, at all levels.
* The ability to think strategically and make clear and informed judgements
* Excellent communication and interpersonal skills with the ability to build effective professional relationships

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.