



JOB DESCRIPTION

POST:	REGISTERED SCHOOL NURSE
REPORTS TO:	Registered School Nurse & Health Centre Manager
POST DETAILS:	Term time only, permanent 23.5 hours per week. Hours worked in accordance with the two week nursing rota

Purpose:

To ensure the physical, emotional, and mental wellbeing of all pupils, fostering a safe and healthy environment that supports their ability to thrive academically and personally. The School Nurse provides expert, evidence-based care tailored to the diverse needs of pupils, and promotes self-care and wellbeing through health education, and ensures that the school community is equipped with the knowledge and resources to address health-related matters. By collaborating with staff, parents, and external agencies, the School Nurse plays a vital role in safeguarding, pastoral care, and the holistic development of each pupil, contributing to a culture of health and resilience throughout the school.

Main duties and responsibilities:

Clinical Responsibilities

- **Assess, Plan, and Implement Care:** Providing evidence-based assessment, planning, and implementation of care for pupils aged 3–18, addressing a range of needs including long-term conditions, minor injuries, illnesses, post-operative recovery, and emotional or mental health challenges.
- **Maintain Clinical Skills and Adhere to NMC Guidelines:** Regularly update skills and knowledge through professional development, ensuring all clinical practices meet the latest standards set by the Nursing and Midwifery Council (NMC).
- **Administer First Aid:** Provide immediate and effective first aid to pupils, staff, and visitors in emergencies or minor incidents, ensuring proper care and documentation.
- **Pastoral Care and Safeguarding:** Actively contribute to safeguarding pupils by identifying potential concerns, reporting appropriately. Work closely with school counsellors, teaching staff, boarding teams, and external agencies to address health and wellbeing needs.
- **Medical Interviews for New Boarders:** Conduct detailed health assessments for new boarders and pupils with complex needs to ensure appropriate support and interventions are in place.
- **Health Promotion and Education:** Plan and deliver health education programs in partnership with teaching staff, focusing on topics such as nutrition, exercise, mental health, and hygiene. Promote self-care practices and empower pupils to take responsibility for their health.
- **Medication Management and NHS Vaccinations:** Safely administer prescribed medications, maintain accurate medication logs, and oversee the storage and disposal of medicines. Organise and manage the delivery of NHS vaccination programs, ensuring compliance with guidelines.

- **Liaison with Healthcare Professionals:** Collaborate with GPs, specialists, and mental health practitioners to coordinate care for pupils. Refer cases as needed and ensure communication with parents and staff.
- **Disposal of Clinical Waste:** Ensure the safe disposal of medical waste, including sharps and other hazardous materials, in compliance with health and safety regulations.

Administrative Responsibilities

- **Medical Protocols and Policies:** Draft, review, and update school health policies and medical protocols to reflect best practices and ensure compliance with legal requirements.
- **First Aid Equipment:** Conduct regular checks of first aid kits across the school, replacing items as needed to ensure readiness for emergencies.
- **Presentations and Information Sessions:** Prepare and deliver engaging sessions for staff and pupils on topics such as managing allergies, mental health awareness, and responding to medical emergencies.
- **Staff Training on Long-Term Conditions:** Provide clear, accessible information and practical training to staff on supporting pupils with long-term conditions, ensuring consistency of care.
- **Record Keeping:** Maintain detailed, accurate, and confidential medical records for all pupils, documenting health plans, treatments, and incidents.
- **Preparation for School Trips:** Work closely with trip leaders to identify and mitigate potential health risks for students attending trips, ensuring appropriate medications, emergency plans, and first aid provisions are in place.
- **Health Education:** Design and deliver sessions in alignment with the PSHE curriculum, covering age-appropriate topics to support pupils' understanding of health and wellbeing.
- **Support for Boarders:** Collaborate with boarding staff to ensure the consistent delivery of health services for boarding pupils, addressing routine and emergency needs.
- **Care Plans:** Develop, implement, and regularly update care plans and safety or wellbeing plans for pupils with specific health needs, involving input from parents, teachers, and relevant staff.
- **Staff Induction:** Provide training for new staff on the school's healthcare policies, first aid procedures, and medicine management protocols.
- **Effective Use of IT:** Use IT systems to maintain records, track health trends, and communicate efficiently with staff and parents.

Relationship Management

- **Fostering Trust and Support:** Build positive and trusting relationships with pupils, parents, and staff, acting as a point of contact for health-related concerns and providing reassurance and advice.
- **Team Collaboration:** Work closely with nursing colleagues, the Designated Safeguarding Lead (DSL), Special Educational Needs & Disabilities Coordinators (SENDCo) teacher, and other pastoral staff to ensure coordinated care and support for pupils.
- **Liaison with Key Stakeholders:** Proactively communicate with key personnel, including teachers, boarding staff, and external health professionals, on matters affecting pupil health and wellbeing.

Essential Skills and Qualities

- Registered Nurse Qualification. Current NMC registration is required, ensuring professional practice and adherence to nursing standards.
- Experience in a school or similar paediatric healthcare setting is desirable to demonstrate understanding and adaptability in caring for children and young adults aged 2–18.
- Strong skills in first aid and medicine management, including the administration of medications, preparation for NHS vaccination programs, and safe disposal of clinical waste.

- Ability to design and deliver health education sessions aligned with the curriculum, promoting self-care, wellbeing, and health awareness among pupils and staff.
- Proven ability to work effectively within a multidisciplinary team, including teaching staff, boarding staff, school counsellors, and external healthcare professionals, to provide holistic support.
- Excellent verbal and written communication skills to build trust and foster positive relationships with pupils, parents, and staff, and to deliver effective training and presentations.
- Competence in writing and updating medical protocols, maintaining accurate and confidential health records, and ensuring first aid equipment is readily available across the school.
- Proficiency in using IT systems for efficient record-keeping, reporting, and communication.
- Understanding of school health policies and the ability to create and update protocols to ensure compliance with legal and professional standards.
- A proactive approach to managing diverse responsibilities, from clinical care to administrative tasks, with the ability to adapt to the dynamic needs of the school environment.
- A caring, patient, and empathetic approach to supporting pupils with physical, emotional, and mental health concerns, combined with the resilience to manage challenging situations effectively.
- Dedication to maintaining and updating clinical skills and knowledge in line with NMC guidelines and current best practices.

General

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.