

SCHOOL NURSE

JOB DESCRIPTION

Primary Objective of Role

To provide nursing care and first aid to students in order to maximise their ability to learn and develop physically, social and emotionally. You will work alongside the other nurses and will also undertake general administrative duties as required.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the nurse comes into contact with.
- Promote equality and enable the educational and social inclusion of all students
- Exhibit genuine passion and belief in the potential of every student
- Be aware of and have a commitment to equal opportunities for all
- Demonstrate warmth, humour and total commitment to young people
- Encourage student voice to promote the Vision, Mission and Core Values of Doha College
- Follow the reporting procedure contained in the Safeguarding policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Code of Conduct Policy, Health and Safety Policy and the Human Resources Policy Manual.

General Responsibilities

- Plan, develop and maintain the clinic offering a comprehensive range of advice and support for students.
- Maintain a high standard of care in accordance with professional guidelines and appropriate ethical code.
- Promote a holistic approach to health care, including preventative advice.
- Coordinate First Aid training for staff and First Aid boxes.
- Ensure pupils have the necessary nursing care to maximise the ability to learn effectively and stay safe.
- Promote healthy lifestyles so that students can make informed choices concerning physical, social and psychological health.
- Maintain and manage emergency equipment
- Prepare first aid bags and medication for educational visits



- Maintain and manage students own medication on campus
- Give first aid during sporting events, after accidents or when sudden illness occurs; arrange transport and referral to suitable medical facilities as necessary.
- Liaise with parents of students to plan nursing care needed during the day to help support the student with medical problems whether short or long term.
- Enable students with permanent or temporary disability to access lessons with minimal disruption to the student's education.
- Liaise with teaching staff to ensure that students receive the most appropriate nursing care to support learning.
- Keep accurate records of nursing care in the form of a nursing log and individual notes for students with specific on-going needs.
- Refer students as appropriate for further support, counselling and guidance.
- Work closely with the other nurses.
- Update pupil medical lists/records/care plans as necessary and keep records on the school system up to date.
- Maintain hygiene standards within the school.
- Provide education for students on health and well-being issues.
- Communicate with parents, including formulating letters and correspondence on health and well-being issues.
- Create a medical report for all school trips and sporting tournaments.
- Follow directives from the Ministry of Public Health such as vision testing, growth monitoring and occasional vaccination programmes.
- Use nursing research and best practice guidelines to develop the role of the nurse.
- Be available for out of school hours such as weekend events as needed.

Additional responsibilities

- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset.
- Act with professional integrity at all times, notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to their work
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

The post holder may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (professional development), examination organisation and invigilation and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.



Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

[E- Essential, D-Desirable]

Qualifications

- Bachelors Nursing Degree (E)
- Registered Nursing Licence in Qatar (E)
- Current Advanced Life Support and/or Paediatric Life Support (D)

Experience

- Valid nursing experience in a hospital or other clinical environment (E)
- Working with children, preferably in an educational setting (E)
- Working with children in a well-being and mental health capacity (D)

Skills, Knowledge and Abilities

- Excellent clinical skills and knowledge of the nursing process (E)
- Proficient in spoken and written English (E)
- Knowledge of computer applications such as Google Workspace (E)
- Excellent interpersonal and communication skills (E)
- Team-player, who is flexible to take on any task assigned (E)
- Must be able to prioritise and plan work activities as to use time efficiently (E)
- Ability to deal with callers and visitors in a calm and courteous manner (E)
- Sensitive, caring and responsive to the needs of children / young people (E)
- Ability to support, advice and counsel (E)
- Administrative background (D)
- Willing to undertake further training as required (D)



Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school (E)
- Ability to identify problems and bring creative solutions (E)
- An outstanding communicator who is dynamic and innovative (E)
- Flexible and adaptable, with energy, stamina and enthusiasm (E)
- Be loyal and discreet (E)
- Empathetic, with excellent listening skills (E)
- Kind and inclusive (E)

Ethos and School Values

- An individual with a genuine commitment to the safeguarding of students in their care and the wellbeing of staff (E)
- Committed to operating as an integral part of the school community (E)
- Committed to Doha College's Values, our Vision and Mission (E)
- Possess the desire to get involved in all significant aspects of Doha College school life(E)
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure(E)

