



JOB DESCRIPTION

POST: LEAD SCHOOL NURSE
REPORTS TO: DEPUTY HEAD
POST DETAILS: Permanent, term time only. Working a total 24 hours a week with a working pattern that can be flexible with the second school nurse

The post holder is accountable to the Deputy Head in all matters relating to this post. All staff are ultimately responsible to the Headteacher. The post holder will work in partnership with the Senior Leadership Team providing support to Talbot Heath School Trust Ltd (TH).

Purpose:

The Lead School Nurse will be responsible for delivering a first class, responsive school nursing service that promotes good physical and mental health and provides first aid, medical treatment, advice and support for pupils. The Lead School Nurse will manage all medical and health issues within the school, managing the school nursing team and working with the Headteacher, School Counsellor, teachers and parents to promote the health and wellbeing of the pupils.

Main duties and responsibilities:

Clinical Responsibilities

1. Assessing, planning and implementing care on a daily basis for pupils with minor injuries, chronic illness, post-operative return to school, pastoral issues.
2. Providing First Aid Care to all pupils and staff.
3. Setting up and maintaining individual welfare plans in collaboration with parents/carers, Boarding House Staff and the Pastoral Care Team, for those pupils with on-going or complex needs.
4. Participation in pastoral care including safeguarding. This involves working with the School Counsellor, teachers, boarding staff, parents and outside agencies.
5. Arranging Medical Interviews for all boarders, new pupils and those making the transition from Junior to Senior School.
6. Involvement in health promotion and education working in partnership with teaching staff.
7. Administration of medicines under protocol.
8. Arranging and overseeing the administration of vaccinations in school.
9. To continually liaise with Consultants, GPs and other Health Care Professionals regarding pupil health. In addition to this to use professional judgement to signpost parents to the appropriate service.
10. Safe disposal of clinical waste.

Administrative Responsibilities

1. Writing Medical protocols and updating School Health policies.
2. The updating and maintenance of First Aid equipment throughout the school.

3. Preparation and delivery of appropriate presentations/ information sessions for staff on relevant topics.
4. Provide staff with relevant information regarding chronic / on-going conditions whereby a pupil's participation in school life might be compromised.
5. Maintaining accurate medical records
6. Following health centre procedure in relation to preparation for School trips.
7. Preparation and delivery of Health Education sessions in conjunction with PSRE curriculum.

Boarding House

1. To work closely with the Boarding staff and pastoral team in providing day to day care to all boarders.
2. To devise, implement and update care plans.
3. Induction of new staff in relation to healthcare support and medicine management.

Key Relationships

1. Promoting a positive relationship with all pupils and staff.
2. Being available and responsive to parents/carers.
3. Maintaining direct contact with parents/guardians and Boarding House staff where appropriate.
4. Working closely with the Designated Safeguarding and Behavioural Lead and other members of the Pastoral Care team.
5. Liaising with tennis and swimming coaches regarding pupil health and welfare.

Essential requirements

1. The postholder is required to be a RGN

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

Head or nominated representative (in consultation with the post holder) 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.