



St David's College

Independent Boarding & Day School, North Wales

SCHOOL NURSE

Hours : (Part-time, Term-time 2 days per week 8am to 5.30pm – Thursday and Saturday)

Job Description and Person Specification

St David's College is an independent boarding and day school near Llandudno. St David's College was founded on Christian principles and continues to promote them today. Many teachers live on site and the supportive residential community makes St David's College a very special place to live, learn and work.

We have an excellent reputation for supporting pupils with dyslexia and other learning needs.

The School is located on a beautiful historic campus nestled between Snowdonia and the Irish Sea.

We are looking to recruit a qualified (RGN) and experienced individual to join as a School Nurse. The duties of the School Nurse include co-ordinating the operations of the Medical Centre, attending/assisting during GP surgeries, attending to pupils who take ill, registering all new boarders with the local surgery, communicating with parents and house-parents as necessary.

Duties

The duties outlined in this job description are in addition to those specified in the School Nurse's contract. They are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

This job description may be modified by the Headmaster, with your agreement, to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

Responsible to: Senior School Nurse

All members of the Staff agree to:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Key Tasks and Responsibilities:

- To care for the physical, emotional and psychological needs of all pupils.
- To respond to all medical alerts – both students and staff.
- To remain on the School premises at all times.
- To ensure the Nurse on duty is contactable if not in the Medical Centre by carrying the Medical Centre mobile phone.
- To undertake all duties as requested by the Senior School Nurse. These will include:
 1. Making medical appointments and informing pupils.
 2. Arranging transport and ensuring pupils under 16 years have escorts.
 3. Carrying out new pupil examinations.
 4. Carrying out height and weight checks as required.
 5. Checking a restocking First Aid bags.
 6. Acting as First Aider during certain sporting events as required, eg sports day
- To offer advice and care to staff members and visitors to the School and to complete appropriate documentation associated with care/advice given.
- To complete the Accident Book in the event of an accident or injury.
- To assist with health education initiatives.
- To perform drug testing on pupils, if requested by the Houseparent or Headmaster according to school policy.
- Changing wet beds of pupils suffering from nocturnal enuresis if requested to do so and to advise on or manage the safe disposal of body fluids found in the School buildings.
- To liaise with parents and staff regarding medication and ongoing medical needs/medical welfare.
- To maintain accurate and contemporaneous records in use in the Medical Centre.
- To be familiar with and to follow the policies of both the School and the Medical Centre.
- To undertake in-service training as required in order to keep up to date with development both in pastoral and medical care, and in particular child protection procedures and First Aid at Work.
- To attend staff meetings as required.
- To wear appropriate nurses' uniforms (as provided by the School).
- To discharge the School Nurse duties in a professional manner at all times.

Person Specification

Essential Criteria:

- Registered General Nurse.
- Excellent communication and interpersonal skills.
- Clear empathy and understanding of boys' and girls' development and needs.
- Flexible approach to working hours.

Desirable Criteria:

- Clinical track record with ideally 6 months in A & E or as a practice nurse.
- Experience in paediatrics or working with children or a Specialist Practitioner School.
- Experience of sports injury care and treatment.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.