

## School Nurse

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### The Medical Centre

The Medical Centre provides a high standard of health care and welfare support for our pupils. The School Nurses provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community. The School Nurses provide an holistic approach to the care of pupils, which includes health promotion, PSHE and illness and injury assessment and treatment. The School Nurse is currently supported by an independent School Listener who provides support to pupils and staff as needed during term-time.

### Main duties

The school nurse is required to undertake the role of sole nurse on duty providing a high standard of service within the NMC guidelines to pupils and members of staff.

### Role Profile

This is a part-time role within the Medical Centre; working in close collaboration with the other two nurses, the successful applicant will be the sole nurse on duty at any time and may be required to sleep in the Medical Centre to fulfil this role and support pupils. The hours of work for the role would normally be 19 hours per week plus two on-call overnights, plus weekends on-call on a rota basis. The hours are expected to be term-time only on Tuesdays 12.30pm-7.30pm and Wednesdays 7.30am-7.30pm. In addition, there will be a requirement to provide an on-call cover for weekends on a rotational basis. There will be some requirement for flexibility to cover other shifts occasionally.

### Nursing Role

- Run nurse drop-in clinics at agreed times within the school day.
- Ensure care plans and medical alerts are developed and written for pupils requiring them, in liaison with pupils, parents, boarding house staff and the Designated Safeguarding Lead as required.
- Provide first aid and emergency care and treatment as necessary, outwith normal clinic times (including overnight when on call)
- Signpost pupils and staff to counselling and health advice services as appropriate/ liaising with staff and the Designated Safeguarding lead as required.
- Carry out child and adolescent monitoring programmes as may be requested from time to time.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of and maintain the recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Ensure beds are changed and laundered as necessary.
- Arrange for boarding children to attend any medical, dental or other health appointments as necessary, liaising with others for the provision of transport.
- Assess, implement and evaluate in-patient care of any pupils admitted to the Medical Centre.
- Attend periodic meetings with School Doctors and the Designated Safeguarding Lead as may be required from time to time.
- Set up and organise medical forms and carry out new student medicals and routine weight/height checks.
- Routine vaccinations to be administered by the GP Practice or NHS vaccination service and be responsible for personal CPD in line with NMC guidelines.

### Health Education of Students, Staff and Self

In conjunction with the other nurses, to:

- To promote health education throughout the school population.
- Take part in the delivery of PSHE as may be requested by the Head of PSHE, or basic first aid information to support teaching staff as appropriate.
- To ensure the provision of and access to a range of publicity materials on issues relating to student health
- To attend appropriate ongoing training to fulfil revalidation requirements

### Administrative

In conjunction with the other nurses, to:

- Maintain medical records accurately, confidentially and safely.
- Keep nursing records to a high standard, ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols.
- Maintain general office procedures.
- Keep up to date with current best practice, attending training seminars and session in consultation with the Bursar/Headmaster.
- Provide evidence of CPD and on-going registration with the NMC.
- Contribute to the development and monitoring of internal policies and protocols, with reference to external sources as appropriate.

### Health and Safety

In conjunction with the other nurses, to:

- Have an involvement and awareness of health and safety issues within school affecting staff, children or the environment.
- Keep records of reported accidents.
- Contribute to the management of the first aid kits throughout the school.
- Train staff in the use of adrenaline injectors and other specialist equipment or conditions.
- Attend Health and Safety meetings if requested to do so.

### Liaison

In conjunction with the other nurses to work closely with:

- Members of the boarding community, the Designated Safeguarding Lead, the Head of Boarding and all other departments as necessary
- With parents.
- School Health advisors and other members of the primary health care team.
- Social Services where appropriate.
- Doctors, Health centre staff and pharmacy as appropriate.
- External agencies applicable for a child as needed on a case-by-case basis.

These links will be with the aim of providing seamless and integrated care for all members of the school community.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### Disclosure

*Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

## Person Specification

### *Essential*

- Appropriate and relevant qualifications as detailed
- A&E/School Nursing/Primary Health care experience
- Must be computer literate and familiar with Microsoft applications
- Pro-active approach
- Evidence of CPD
- Meticulous attention to detail
- Good and demonstrable organisational and administrative skills
- Ability to demonstrate knowledge and performance of duties as outlined above
- Ability to prioritise
- Excellent communication skills along with the ability to give clear instruction
- Work to deadlines and under pressure
- Flexible approach to working hours
- Full driving licence with use of car

### *Desirable*

- Ability to work with different individuals at all levels
- Previous experience of working in a boarding school
- Expertise in mental health issues, especially related to young people
- Current First Aid certificate
- Familiarity with the use of iSams database

### *All staff are expected to*

- Work towards and support the school vision and ethos.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time

Interviews will be held on site however we are also able to conduct interviews remotely, and the interview arrangements will be discussed with all shortlisted candidates.

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## Job Description – School Nurse

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• RGN</li> <li>• Excellent First Aid and Resuscitation skills</li> <li>• Evidence of CPD</li> <li>• Full driving licence with use of car</li> </ul>	<ul style="list-style-type: none"> <li>• Mental health training and qualifications</li> </ul>	<ul style="list-style-type: none"> <li>- Review of applicant's certificates</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to prioritise and manage situations under pressure</li> <li>• Competent IT skills, including use of word processing, spreadsheets and databases.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of iSams database</li> </ul>	<ul style="list-style-type: none"> <li>- Interview</li> <li>- Previous annual appraisals</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Good understanding of safeguarding regulation</li> <li>• Up to date with health promotion ideas, nutritional advice and professional initiatives appropriate to the school environment.</li> <li>• A knowledge of standard software packages and the ability to learn company-specific software if required</li> </ul>		<ul style="list-style-type: none"> <li>- Interview</li> <li>- Previous annual appraisals</li> </ul>
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Excellent interpersonal &amp; communication skills.</li> <li>• Positive and friendly manner</li> <li>• The ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.</li> <li>• An appreciation of the aims and ethos of Rendcomb College</li> <li>• Desire to improve personal and departmental standards</li> <li>• Professional attitude and approach to working at all times</li> </ul>		<ul style="list-style-type: none"> <li>- Interview</li> <li>- Previous annual appraisals</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• A&amp;E/School Nursing/Primary Health Care experience</li> </ul>	<ul style="list-style-type: none"> <li>• Mental health work</li> <li>• Prior experience of working in a boarding school environment</li> </ul>	<ul style="list-style-type: none"> <li>- Interview</li> <li>- Previous annual appraisals</li> </ul>

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*Rendcomb College is an equal opportunities employer*