



The Abbey

The independent school for girls aged 3-18.

Job Description

Job Title: School Nurse

Updated: April 2019

Reports To: Head of Finance and Resources

Location: The Abbey Senior School

Dimensions: Part time, Permanent, Term time only

OVERALL JOB PURPOSE

The role is to oversee all health aspects of pupil welfare throughout The Abbey School and to be responsible for the provision of health care to the School. The School Nurse is responsible to the Head of Finance and Resources in close liaison with the Head of the Senior School and Assistant Head Pastoral. The post holder is a member of the Health and Safety Team and the Pastoral Team.

- The Head has overall responsibility for all employees of The Abbey School and this is delegated to team leaders in charge of departments. The Head of Finance and Resources is responsible for management of the Support Staff.
 - This post sits within the Administration Department.
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PRINCIPAL ACCOUNTABILITIES

Specific Responsibilities

- Day to day responsibility for school nursing and appropriate health advice.
- Appropriate involvement with pupil records re health issues on entrance to Senior School.
- Individual care plans where relevant.
- Administration of medication, during school hours.
- Provision of medical care in an emergency to staff, pupils and anyone else lawfully on school premises at the time.
- Liaison with parents re health concerns and related issues.
- Ordering appropriate medical and first aid supplies within the agreed budget.
- Dissemination of relevant information to appropriate people.
- Liaison with external agencies e.g. community school nurses, CAMHS (Child and Adolescent Mental Health Service) teams.
- Training of staff or organisation of appropriate training re particular medical conditions.



17 Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 Email: schooloffice@theabbey.co.uk
www.theabbey.co.uk

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Registered Charity No 309115. The Abbey School exists to educate academically able girls.





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- Liaison with PSHE Co-ordinator re planning and delivering health promotion activities to complement the PSHE programme and delivering aspects of the PSHE programme in the classroom if required.
- Display of relevant health promotion materials.
- The formulation of relevant policies.
- Completing daily record sheets/book with full details of medical advice, treatment and consultations.
- Updating pupil medical records on iSAMS.
- Responsible for the on-site First Aid kits and providing First Aid kits for off-site activities and trips.
- And any other reasonable task that might be appropriately assigned to this post-holder.

General skills / person specification

- RGN/RSCN preferred but other nursing qualifications will be considered.
- Keen interest in preventative medicine.
- Experience of working in an education environment preferred.
- Excellent communication skills, empathy, team player.

This Job Description is comprehensive but not exhaustive and therefore you may be requested to undertake any reasonable task by the Head of Finance and Resources.

Hours of work

- The hours of work will be part time (ideally 2 days per week but will consider another arrangement). Days to be confirmed, 08.00 to 16.30.
- Flexibility to work additional days as and when required.
- Attendance at Staff briefing, Heads of Year meetings, Entrance Examination day, Senior School Open Evening and other events by arrangement.

Salary and Benefits

- Salary is from £32,233 to £36,153 (full time equivalent) dependent on skills and experience. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled following 3 months of employment.
- Lunch is provided.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- There is a designated parking space for the School Nurse.



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SAFEGUARDING

The Abbey is committed to safeguarding and promoting the welfare of children and young people and as an employee of The Abbey you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within The Abbey School and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

TERMS OF EMPLOYMENT

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdbs.co.uk.

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk.

INTERVIEWS WILL ONLY BE ARRANGED FOLLOWING RECEIPT OF A COMPLETED APPLICATION FORM.

Closing date: Friday, 18 October 2019

Suitable applicants may be invited to Interview before the closing date.

If your skills and experience are suitable for the role we will be in touch shortly. If you have not heard from us by the closing date, please consider your application unsuccessful.

For enquires please contact recruitment@theabbey.co.uk.



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