



Senior School Nurse – maternity leave cover

Reporting to (jointly):	Director of Pastoral Care and Bursar
Contract:	Monday to Friday 8.15 – 4.30 during term time including all inset days. Attendance is required at pastoral care and health and safety meetings which may take place outside of these hours. In addition a further 75 hours outside of term-time in agreement with their line manager
Salary:	Dependent on experience
Start date:	April 2021 for at least 6 months

To provide a clinically effective, high-quality service of nursing care and first aid care to pupils and all members of the school teaching and support staff. The post holder will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the senior school.

School Nurse relates professionally to: Director of Pastoral Care, School Doctor, School Physiotherapist, School Counsellor, Designated Safeguarding Leads for the Junior and Senior schools.

Personal qualifications

- **Knowledge/qualifications:** professional nursing qualification – a registered nurse on part 1 of the NMC register and possessing a current HSE approved first aid certificate.
- **Communication:** clear, concise, timely and appropriate oral and written communication.
- **Sensitivity:** listens well and understands others' needs and perspectives.
- **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate on-going training/updating.
- **Teamwork:** flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- **Organisation:** systematic; efficient; meets agreed priorities.
- **Response to change:** investigative; adaptable; prepared
- **Physical:** able to undertake all the physical requirements of the post and use equipment according to health and safety guidelines.

Key responsibilities:

- To adhere to the NMC *Code of professional conduct* and be conversant with the *Scope of professional practice* and other NMC advisory papers.
- To use evidence-based practice to develop and maintain a high quality of nursing to the pupils, teachers and support staff.
- To ensure that a code of confidentiality is developed and adhered to. At all times to observe the requirements of GDPR so far as these may apply to your post.
- To be responsible for appropriate development and implementation of protocols and medical policies as required by the school.
- To be responsible for the smooth and efficient running of the health centre, ensuring efficient systems, processes and procedures are in place.
- To be involved in ensuring that all staff who provide sickness and first aid care to pupils and staff are suitably trained, qualified and experienced to do so and keeping an up to date record of this training.
- To apply the above as required in response to COVID-19 measures

1. Nursing

To provide a high standard of service within NMC guidelines to pupils, members of teaching and support staff and any visitors while on site. This will include to:

- organise and run nurse drop-in clinics (within agreed level of competence);
- ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents, and relevant medical professional;
- provide first aid and emergency care and treatment as necessary to staff, pupils and visitors;
- provide a confidential health advice and counselling service as appropriate;
- carry out child and adolescent surveillance programmes in connection with Greenwich and Lewisham PCT school nurses and the School Doctor;
- facilitate the provision of immunisation procedures relevant to the school population and individuals;
- operate procedures for control of infectious diseases;
- follow procedures for the safe disposal of clinical waste;
- be aware of recommended safe storage, usage and disposal of medical supplies and drugs;
- maintain treatment room stock, hygiene and tidiness;
- host and organise doctors' clinic, including advising pupils to attend.

2. Health education

This will include to:

- promote health education throughout the school population;
- take part in the delivery of PSHEE and Eudaimonia, to support teaching staff as appropriate;
- to ensure the provision of, and access to, a range of materials on issues relating to student health;
- keep up-to-date with current health promotion initiatives.

3. Administrative

This will include to:

- maintain medical records accurately, confidentially and safely;
- keep nursing records to a high standard;
- record dispensing of drugs following drug protocols;
- set up and organise school medical examinations and other surveillance audits;
- write and update suite of School medical policies.

4. Health and safety

This will include to:

- have an involvement and awareness of health and safety and first aid issues within the school affecting staff, children or the environment;
- keep records of reported accidents and medical treatment given.

5. Liaison

This will include to:

- work closely with teaching and support staff, parents and all other departments as necessary;
- school health advisors and other members of the primary health care team;
- Social services where appropriate;
- liaise with the Health and Safety Committee on first aid issues;
- liaise with the Safe Guarding Team

Any other duties as reasonably requested by the Headmaster.

Application Procedure

All applicants must submit

- an application form, accompanied by a letter of application, current CV
- details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures

The application should be submitted by email to recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Noon, 26 February** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.