School Nurse

Job Description

**Post : School Nurse Date of issue : September 2017**

1. **General**

Wellingborough School is a co-educational independent day school of approx. 830 pupils aged 3 to 18, which comprises three elements, Senior, Preparatory and Pre-Preparatory. The successful incumbent will be overseen on a daily basis by the Nurse, Manager. As a member of the support services staff at Wellingborough School the appointment lies within overall control of the Bursar who is responsible to the Governors for the general administrative and financial management of the School, including support staff.

1. **Main Responsibilities/Key Tasks:**

* Administration of medicines to include safe keeping, storage and disposal; monitoring of expiry dates and record keeping
* Arrangement of referrals in conjunction with the Designated Safeguarding Leaders (DSLs) and liaising with other medical staff as appropriate
* Diagnosis, treatment and supervision of minor ailments, injuries and emergencies and summoning of medical and/or ambulance assistance when necessary
* Maintenance of First Aid Boxes and equipment throughout the School and Sports First Aid bags for fixtures
* Ensuring the preparation of medical information and first aid bags / supplies for all out of school visits including School tours.
* Attendance at home sports fixtures on a rota basis
* Providing First Aid cover at co-curricular events/activities as required
* Providing First Aid assistance in cases of injury to persons employed by or visiting the School
* Supporting children with emotional health issues and liaising with appropriate staff and families
* Participate with immunisation programmes as directed by the Local Health Authority
* Participate in delivering PSHE to pupils
* Ensure relevant care plans are produced and followed as appropriate

1. **Communication and Liaison**

* Advising staff with regard to a child’s medical needs
* Communication of relevant medical information via email to staff as appropriate
* Reporting to parents, Nurse Manager and members of staff on matters of health
* Working with the Catering Department with regard to special dietary requirements, food allergies and eating disorders as appropriate
* Guidance of parents with regard to their child’s medical needs and participation in multidisciplinary team meetings with regard to a child’s medical needs
* Liaising with the DSLs and outside agencies as necessary or as directed by the Nurse Manager / Senior School Deputy Head (Pastoral)
* Meet regularly with the Nurse Manager, pastoral leaders and parents to discuss pastoral issues.
* Meet regularly with the Nurse Manager and other members of the Medical Centre team.
* Maintaining relevant Health & Safety records & Accident records

1. **Administration:**

* Produce and update Care Plans and a confidential pupil medical details file; provide information on a need to know basis to staff members for pupils in their care
* Involvement in updating medical protocols and the School’s medical policies
* Maintaining medical records and other documentation

1. **Training, Education and Development**

* Providing education sessions for staff on medical matters e.g. anaphylaxis and administration of adrenaline pens / asthma/ First Aid/Resuscitation and Defibrillator
* Working in partnership with the teaching staff to produce and deliver effective health education within the PSHCE programme, giving talks to pupils on health related issues and through display boards throughout the School
* Maintaining own professional development as appropriate
* Participating in the Staff Appraisal process

1. **General**

* To work according to the School’s policies and procedures
* To attend Staff Briefings, Inset days and twilight sessions.
* To perform any other duties as may from time to time be required within the ability of the post holder and relative to the general role of the School nurse.

1. **Hours of Work**

* Term time only 36 weeks, including INSET days
* 32 hours per week:
  + Monday 08.00-17.30 (30-minute unpaid break)
  + Tuesday 10.00-17.30 (30-minute unpaid break)
  + Wednesday 10.00-17.30 (30-minute unpaid break)
  + Friday 08.00-17.30 (30-minute unpaid break)

Saturday sports fixtures (with hours varying according to the fixtures) are currently covered by an external provider (CN Medical).

1. **Salary**: **Band 6, point 23-24 £19,007.10 - £19,588.95**
2. **Holidays:** 5.6 weeks (pro rata)

1. **Additional benefits:**

* Meals in the School’s Dining Hall during term time
* Free parking
* Membership of the Wellingborough School Staff Pension Scheme

1. **Revision of Job Description:**

There will be an annual review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

1. **Terms & conditions:**

This post is subject to the terms and conditions of employment for Support Staff.

1. **Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.  If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s DSL or to the Headmaster.

1. **Applications**

The application form should be returned together with a covering letter in which the applicant should explain what s/he can offer to the post by **1pm, Friday 13th October 2017,** aapplications by e-mail are welcome.

Please send them to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org)

Interviews will take place on **19th October 2017.**

***Wellingborough School is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and Disclosure and Barring Service screening must be satisfactorily completed.***