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**Job Description**

**School Nurse**

**The Post**

An exciting opportunity has arisen for a caring, dedicated and organised Registered Nurse to provide high-quality medical, wellbeing and first aid support. The role will support all members of the School community, across both the Junior Department and Senior School at Leicester High School for Girls.

All LHS staff contribute towards the goal of providing a supportive, challenging and fun environment which enables our girls to achieve their potential. You will operate within appropriate professional guidelines (ISI, NMC) and promote liaisons with outside health professionals, as well as Head of Years/Head of Departments, the School’s Counsellor, and the Leadership Team.

**Hours of work**

10-4 term time only + 1 week during the School holidays**.**

**Reporting to:** Deputy Head

**Key responsibilities**

**Communication and working relationships**

* Establish close working relationships with Heads’ of Years, parents and pupils, along with the wider multi- agency team.
* To provide medical care for pupils and staff across all areas of School.
* To ensure staff are up-to-date and competent with First Aid training.
* Liaise with the Exams officer and SENDCO to ensure pupils with special consideration are provided and planned for.
* Establish a good working relationship with Leicester and Leicestershire partnership NHS trusts and other health and social care agencies as appropriate, particularly the immunisation service and CAMHS.
* Support the promotion of the School through meeting with, and where appropriate, providing training to outside organisations.

**Medical Responsibilities**

* To provide a high standard of care for all pupils and staff.
* Assess, plan, implement and evaluate all care given and create appropriate care plans for those individuals with specific medical needs.
* Provide appropriate care for when pupils are unwell, injured or upset and arrange collection from School by informing parents as necessary.
* Follow procedures for the safe disposal of clinical waste/sharps and medical supplies.
* Maintain treatment room stock, hygiene and tidiness.
* Liaise with staff taking pupils off site or on a trip or visit, and provide any training, medication and documentation that is required.
* Keep up-to-date with current health promotion initiatives.
* Ensure medical records are kept up- to- date, are accurate and stored confidentially in accordance with NMC guidelines and GDPR.
* Dispense medication as required in accordance with NMC guidelines.
* To be responsible for all first aid supplies, to maintain records of first aiders and organise relevant training.
* To be an active member on the Pastoral and Health and Safety Committees.
* To contribute to the Personal, Social Health and Citizenship Education Programme run by the School.
* To provide support and an expert resource for pastoral staff to ensure all health needs are being met safely and effectively.
* Provide a confidential health advice service to pupils and sign post them accordingly to outside agencies.
* Deliver training for non-medical staff, as required, on health issues such as Diabetes, Asthma, Anaphylaxis and Epilepsy.
* To provide a First aid club for Junior Department pupils.
* To contact parents of all new pupils prior to their start date, to ensure best care can be planned and a smooth transition is accomplished.

**General**

* To observe/ implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
* To adhere at all times to the Schools safeguarding policy and procedures and undertake responsibility to safeguard pupils and be a Designated Safeguarding Person for the School.
* To work at all times within the policies, procedures and ethics of the School.
* To have a flexible approach to working and a can-do attitude.
* To be aware of and adhere to at all times the School code of conduct and confidentiality.
* Complete Health and Safety documentation and report serious injuries and occurrences to the HSE.
* Any other reasonable duties as requested by the Headmaster.

**Skills and Experience**

**Essential:**

* Relevant Nursing Degree/higher Diploma – valid NMC registration and PIN
* Experience of working with children and young people
* Experience of mental health conditions
* First Aid experience
* Evidence of continuing professional development
* The understanding of safeguarding procedures
* Excellent communication skills, both oral and written
* Discretion, professionalism and confidentiality
* The confidence to work independently
* High level of practical skills
* Good computer skills

**Desirable:**

* Teaching and assessing Module (the old 998)
* Minor injury experience
* Community or Practice nursing
* Counselling qualification
* Experience of working in a school environment
* Knowledge of SIMS