



JOB DESCRIPTION

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| JOB TITLE | School Nurse |
| DEPARTMENT/SECTION | Medical Centre |
| LINE MANAGER | Lead Nurse and Medical Operations Manager |
| SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. | |
| <p>The Medical Centre is an essential facility at Forest School, dedicated to promoting the physical health and wellbeing of pupils and staff. The provision operates from 07:30 to 17:00 during the school day and provides a professional and welcoming environment for medical support.</p> <p>The Medical Centre plays a critical role in addressing a broad range of day-to-day health needs, mirroring the function of a general medical practice. From managing acute and chronic medical conditions to administering first aid and coordinating care for pupils with complex health requirements, the service is integral to ensuring the school community's health and safety. The Medical Centre also works closely with other professionals to guide and support pupils requiring psychological or specialist healthcare.</p> | |
| KEY DUTIES AND RESPONSIBILITIES The role will include but will not be limited to the following duties: Medical and First Aid <ul style="list-style-type: none">• Contributing to the management of School Health Care provision, including staff training and stock-taking.• Ensuring that pupils and staff are seen promptly, and any further treatment is identified.• Administering first aid and caring for pupils referred by staff or self-referred, ensuring their safe return to lessons or transfer to a parent, guardian, doctor, or hospital as necessary, with all visits and actions accurately recorded.• Leading the response during medical emergencies, ensuring the school's medical emergency protocol is followed, coordinating with relevant staff, and providing guidance until the situation is resolved or external medical professionals take over.• Responsible for drafting and reviewing medical healthcare plans for pupils with complex health needs and sharing these appropriately.• Staying up to date with medical school policies and ensuring adherence to them.• Supporting the organisation of regular medical checks and immunisation programmes.• Advising staff leading educational visits on pupils' medical needs, providing training and information about medications, and preparing medical bags for trips. | |

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- Monitoring and restocking First Aid kits across the school.
- Accompanying pupils to hospital when required.

Day to Day and long-term efficiency of the Medical Centre

- Maintaining the Medical Centre as a hygienic, well-equipped space suited to pupils' and staff's medical needs.
- Providing tailored, time-appropriate medical information to pupils and contributing to school-wide health and wellbeing initiatives.
- Tracking the use of the Medical Centre and identifying patterns or trends among individual pupils or groups in collaboration with the medical staff, pastoral staff and the DSL
- Ensuring pupil-specific medical supplies (e.g., AAI's, inhalers) are up to date.
- Assisting with phased return plans for pupils recovering from illness or injury, ensuring they are reintegrated safely and successfully into school life.

Communication and record keeping

- Ensuring effective handovers and communication with the medical staff, DSL, HOH, and teaching staff.
- Contacting parents as necessary and maintaining thorough records of conversations and actions taken.
- Liaising with staff (e.g., Teacher, Deputy Head Pastoral, DSL) regarding issues arising from pupil care.
- Attending briefings and other relevant meetings as required.
- Completing accident reports for pupils and staff and submitting them to the Health and Safety & Compliance Director as necessary.
- Updating medical records on the school database and following up with parents for additional information when required.
- Working with local public health teams on any necessary actions.
- Coordinating with the local GP on medical matters and ensuring protocols remain up to date.
- Balancing medical confidentiality with a collaborative, holistic approach to pupil care.

Pastoral Support

- Acting as a first point of contact for pupils seeking support, while knowing when to escalate concerns to the appropriate person or team.

Skills and Training

- Ensuring nursing validation and mandatory training meet NMC guidelines.
- Completing Level 3 Child Protection training and other school-relevant training as needed.
- Demonstrating the ability to prioritise and manage situations under pressure.
- Exhibiting excellent communication and interpersonal skills, combining confidence, assertiveness, and professionalism with a calm and courteous manner.
- Proficiency in using word processing, spreadsheets, and databases.
- Maintaining a friendly, professional demeanour to welcome, assist, or reassure visitors to the Medical Centre.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

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CHANGE & ADDITIONAL DUTIES

Should the duties and responsibilities of the role evolve over time, the job description will be reviewed and updated in consultation with the postholder to ensure it remains accurate and reflective of the role.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Lead Nurse and Operations Manager and the Director of Medical Provision.

TERMS AND CONDITIONS

- Term time only, with the addition of working during the final two weeks of August.
- Hours: Full time, Monday to Friday. Term time hours: 09:00 – 17:00. School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events, including Open Day and all INSET days.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 19.46%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities