

# SCHOOL NURSE

## JOB DESCRIPTION

### Primary Objective of Role

To maintain the Nurses Room within the School and ensure that pupils and staff receive appropriate health care and advice in order to maximise their ability to learn and develop physically, socially and emotionally. You will work alongside the other nurse and will also undertake general administrative duties as required.

### Accountability and Responsibilities

- Plan, develop and maintain a Nurse Room offering a comprehensive range of advice and support for pupils.
- Maintain a high standard of care in accordance with professional guidelines and appropriate ethical code.
- Promote a holistic approach to health care, including preventative advice.
- Coordinate First Aid training for staff and First Aid boxes.
- Ensure pupils have the necessary nursing care to maximise the ability to learn effectively and stay safe.
- Promote healthy lifestyles so that pupils can make informed choices concerning physical, social and psychological health.
- Give first aid during sporting events, after accidents or when sudden illness occurs; arrange transport and referral to suitable medical facility as necessary. Create a care plan as necessary.
- Liaise with parents of pupils to plan nursing care needed during the day to help support the student with medical problems whether short or long term.
- Enable pupils with permanent or temporary disability to access lessons with minimal disruption to the pupils' education.
- Support pupils who may be having difficulties of any kind while at school.
- Attend to pupils' problems as they occur during the school day and during after school activities.
- Liaise with teaching staff to ensure that pupils receive the most appropriate nursing care to support learning.
- Keep accurate records of nursing care in the form of a nursing log and individual notes for pupils with specific on-going needs. To keep an incident record for serious incidents.
- Refer pupils as appropriate for further support, counselling and guidance.



- Work closely with the other nurse.
- Update pupil medical lists as necessary.
- Maintain hygiene standards within the School.
- Review the Health Policy annually.
- Provide education for pupils on health issues.
- Formulate letters and correspondence with parents.
- Create a medical report using SIMS programme for all school trips and sporting tournaments.
- Follow directives from Ministry of Public Health such as vision testing, growth monitoring and occasional vaccination programmes.
- Assisting in licencing and registering the clinic.

The post holder may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET), examination organisation and invigilation and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

## PERSON SPECIFICATION

### Key Requirements

#### Qualifications

##### Essential

- Recognised nursing qualification
- Registered General Nurse (RGN)

##### Desirable

- Registered Sick Children's Nurse (RSCN) or equivalent
- Registered Nursing License in Qatar



## Experience

### Essential

- Working with children / young people, preferably in an educational setting
- Valid nursing experience in a hospital or other environment

### Desirable

- Working with children / young people in a well-being and mental health capacity

## Skills, Knowledge and Abilities

### Essential

- Knowledge of computer applications such as MS Word, Excel etc.
- Excellent interpersonal and communication skills
- Team-player, who is flexible to take on any task assigned
- Must be able to prioritise and plan work activities as to use time efficiently
- Ability to deal with callers and visitors in a calm and courteous manner
- Sensitive, caring and responsive to the needs of children / young people
- Ability to support, advice and counsel

### Desirable

- Administrative background would be an advantage
- Willing to undertake further training as required

