

JOB DESCRIPTION

Job Title	School Nurse
Grade	Scale 8, Point 25-28 within the range £25,893 to £28,171 including fringe allowance 37 hours per week, 39 weeks per year
Reports to	Deputy Headteacher – Student Development.
Responsible for	N/A
Liaison with	Directors of Key Stages, Heads of Year, Year Administrators.
Job Purpose	To effectively take charge of the day to day health of each child within the school and to provide first aid at work for employees.
Duties	<ul style="list-style-type: none"> • To take charge of the administration of all medicines in school. • To maintain medical information on Sims.net and to liaise with year administration team. • To liaise with the vaccination teams visiting the school. • To advise and train school staff (in conjunction with the Health Authority) in specific procedures which they may need to carry out in the absence of a trained nurse. • To promote health education. • To ensure the highest possible standards of clinical procedures are maintained. • To liaise with parents and medical personnel. • To work within child protection procedures and liaise with the Child Protection Designate. • To co-ordinate the training of the school first aid team. • To be aware of Essex child protection procedures. • To provide first aid at work. • To ensure confidentiality of all medical information.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the school's equality policy • The Local Schools Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>Your normal place of work is at St Martin's School, however, the Discovery Educational Trust reserves the right to require you to work at any of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.</p> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

September 2021