



Post Title:	School Nurse
Department:	Associate Staff
Salary and Hours	Grade: BEX10.1 - 4 Term Time 36 hours per week, 39 weeks per year Salary: £31,527.00 - £35,718.00 FTE, Actual salary: £27,236.18 - £30,856.78 per annum
Responsible to:	Assistant Headteacher- Student Wellbeing and Attendance
Responsible for:	First Aid Staff
Functional links with:	Safeguarding, Attendance and Educational Welfare Team, Pastoral Teams, Family Liaison Officer, Educational Welfare Service, SENDCO, Parents, Local Authority and Healthcare staff, Local Authority Medical PRU, Inclusion Panel.
Main Purpose of the role	To provide health services to students when they are at school. To treat injuries and mild to acute sicknesses, or support students with chronic illnesses. To provide preventive care by educating students on how to avoid communicable diseases and having proper hygiene. To liaise with external partners to support the delivery of vaccination programmes in school.
<p>Townley Grammar school is one of the top 100 schools in the country. We are a multicultural girls' selective school with specialism in Performing and Visual Arts with Mathematics and Computing with boys in the Sixth Form. Rated as Outstanding by Ofsted, our students come from a wide socioeconomic background, which makes our school environment richly diverse.</p> <p>We develop students' knowledge, academic excellence and character by building their resilience, compassion and ambition. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of Townley Grammar School.</p>	

Key responsibilities

- Provide basic healthcare to students in case of injury or acute illness.
- Develop health plans for students with chronic illnesses or disabilities, alongside parents / carers and other health care professionals.

- Assess student medical needs and implement 'Individual Pupil Risk Assessments' (IPRA), as well as update existing ones. Ensuring a holistic approach to student's needs.
- Educate students and staff on healthy habits, such as proper nutrition and hygiene.
- Checking that medicines are stored correctly and at the correct temperature and in date.
- Responsibility for the First Aiders on site and their training is up to date.
- Responsible for the Medical policy.
- Support students and families as required with mental health concerns.
- Detect health problems in early stages through the careful monitoring of students who present in the school medical facility.
- Liaise with the external school vaccination team to arrange all relevant vaccination programmes.
- Lead on the delivery of vaccination programmes in school, ensuring that the days are well organised and managed.
- Ensure that the school environment is safe for children and staff, seeking to minimise the risk of communicable diseases.
- Complete home visits with members of the attendance team where it may be necessary to assess a student's illness at home.
- Provide appropriate challenge to parents / carers / students where a child has not presented at school but is well enough to do so.
- Maintain accurate and detailed documentation in relation to incidents of first aid, administration of medication on Every.
- Support in the transition programme, working with parents / carers / students, and their Primary Schools to ensure the smooth transfer of students with medical needs.
- Keep staff updated on the medical needs of students as required and within the appropriate context of confidentiality.
- Be the first point of contact for with parents / carers for those with medical needs for any queries / concerns.
- Undertake all relevant training within the role, including IPRA, First Aid and safeguarding training.
- Complete AM, Break, Lunch, and PM duties as required.

PERSONAL RESPONSIBILITIES

- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Drive up expectations and promote an aspirational culture.
- To carry out the duties and responsibilities of the post, in accordance with the Academy's Health and Safety Policy and relevant health and safety guidance and legislation.
- To take responsibility for safeguarding and promoting the welfare of children.

- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Additional Duties:

The post holder is responsible for promoting and safeguarding the welfare of pupils at the school. The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

General:

This role requires flexibility in order that all of the administrative needs of the department can be satisfied. Accordingly, you will be expected to be able to perform all of the duties outlined in the role description though you may have primary responsibility for a portion of this as the functions may be delegated to other members of the administration team. These duties may change and evolve with the needs of the department. You are required to undertake such other duties as may reasonably be requested of you commensurate with your grade at your initial place of work or at any other Trust site.

Continuing Professional Development:

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school;

Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available.

Person Specification		
	Essential	Desirable
Qualifications/Knowledge	<ul style="list-style-type: none"> • Qualified Nurse (RGN/RN) who is a member of the NMC • Advanced First Aid Qualification • DBS clearance (will be obtained by the school, if appointed) • GCSE A*-C (or equivalent) in English and Maths, 	<ul style="list-style-type: none"> • Nursing Qualification • Advanced First Aid Qualification • Defibrillator and Epi Pen Training
Experience/Knowledge	<ul style="list-style-type: none"> • Aptitude or experience of working with ICT and ability to use a MIS such as SIMS • Experience and understanding of the importance of dealing with confrontation. • Experience of writing reports that include data 	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Experience of writing and maintaining IHCPs. • Experience of providing personal care. • Experience of working with external agencies including School Nursing Service, Occupational Health, Medical PRU
Skills/Abilities	<ul style="list-style-type: none"> • Administrative and organisational skills • Empathy and ability to work with pupils 	<ul style="list-style-type: none"> • Knowledge of school systems, procedures and methods of working; in particular;



	<ul style="list-style-type: none"> • Ability to maintain a high degree of confidentiality • Ability to deal in a professional manner with all internal and external contacts • Strong Communication skills • Awareness of risks and how to reduce risk 	Attendance, First Aid and Medical Needs of Students
Personal attributes	<ul style="list-style-type: none"> • Genuine enjoyment of working with young people. • Ability to stay calm and controlled in stressful situations. • Understanding of and commitment to equal opportunities. • Motivated, enthusiastic, flexible, friendly and helpful • Excellent interpersonal skills • Accurate with good attention to detail • Excellent record of attendance • Flexible, ability to work as a team player • Willingness to work flexible hours was and when there is a need. • Ability to manage time efficiently and productively to ensure deadlines are met without compromising quality of care. 	
Physical Requirements	<ul style="list-style-type: none"> • Health and physical capacity for the role • A good attendance record in current employment 	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government.

Townley Grammar school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED: _____

PRINT NAME: _____

DATED: _____

