



Reporting to: Headmaster

### JOB SUMMARY

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We are looking to appoint an exceptional School Nurse with a passion for working with children (Nursery to year 8). Working full time during term time plus 2 additional weeks across the school holidays. Role to start in January 2024.

### PURPOSE OF THE JOB

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- Ensuring the best possible medical care is available to both pupils and staff on an immediate/emergency care basis
- To provide first aid, acting as a first aider but also teaching about first aid and healthy living to pupils and staff
- To support pupils pastorally, working with pupil, families and staff
- To contribute to the health, wellbeing and safety of the York House community
- To help pupils with chronic illness, encourage them to
  - Stay safe
  - Be healthy
  - Enjoy and achieve
  - Make a positive contribution
  - Develop resilience and self-reliance

### MAIN DUTIES AND RESPONSIBILITIES

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- Providing medical care for all pupils
  - To create an individual care plan for any child with a medical condition in school
  - To administer medicines in accordance with the NMC safe administration of medicines policy
  - To ensure good standards of documentation for all care provided or planned
  - Provide a clear plan for a medical emergency, ensure emergency treatment and medicines are readily available at all times
  - Work within your scope of practice, code of conduct
  - Liaise with the Headmaster or appropriate member of staff regarding any concerns for a pupil's or other member of the school community's medical need, safety or wellbeing
- Provide first aid and emergency care as required
  - To promote the health and safety of pupils, visitors and staff providing first aid and advice
  - To ensure staff are up to date with first aid training, provide and promote health education
  - Refer on to medical and secondary services as needed
  - Ensure that first aid provisions are maintained and available for all to use
- Supporting pastoral needs and providing health education in the school
  - To offer support and guidance to pupils, liaise with families and staff
  - Promote well-being and resilience
  - To consider external referral for mental health or counselling services as needed
  - Co-ordinate audiology and vision screening for pupils
  - Liaise with SENCO to support any child with a specific learning need

- Liaising with local authority in the organisation of immunisation programmes
- Contribute to school life
  - To participate in and report to the health and safety committee
  - To ensure policies relating to the health and wellbeing of pupils are up to date, evidence based and reviewed regularly
  - Support Sport staff so that any pupil with a health need are encouraged to participate to the best of their ability whenever possible
  - Provide advice and individual health care plans for any trips or residential visits
  - To provide statistical information for the YHS Health & Safety Committee and H&S annual audit – in particular, pupil accident and incident information.

## GENERAL RESPONSIBILITIES COMMON TO ALL STAFF

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- To carry out duties, as required from time to time, commensurate with the overall responsibility of the post
- To comply and actively promote school policies; please see YHS list on the website or school portal
- To actively promote positive pupil conduct.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, families and all other internal & external contacts
- To undertake appropriate training, professional development and personal development relevant to the post and beneficial to the school's need

## PERSON SPECIFICATION

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● RSCN, RN-child, or RGN with relevant experience (ie A&amp;E, school nursing, practice nursing).</li> <li>● Evidence of ongoing and up to date CPD</li> <li>● Valid First Aid at Work qualification</li> <li>● Valid Paediatric First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>● School Nursing qualification</li> <li>● Further study relating to the health and wellbeing of school aged children</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience in either a school nursing ; A&amp;E experience; paediatric nursing, or experience in adolescent health</li> <li>● Minimum 2 years post registration</li> </ul>	<ul style="list-style-type: none"> <li>● Good working knowledge of Child Protection issues. (Training will be provided on appointment if a refresher course is necessary).</li> <li>● Previous experience of counselling and promoting health, resilience and wellbeing.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● First Aid</li> <li>● Emergency treatment for anaphylaxis</li> <li>● Safe administration of medicines</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of severe allergy and anaphylaxis</li> <li>● Knowledge of infection control</li> <li>● Knowledge of childhood illness, chronic disease</li> <li>● Sports injury and rehabilitation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Ability to work independently without medical back up on site</li> <li>● Confident in using word, excel and google.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of ISAMS (or similar school management system)</li> </ul>

	<ul style="list-style-type: none"> <li>• Medically fit and able to cope with a physically demanding site (50 acres).</li> <li>• The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance.</li> <li>• Willing to make a full contribution to the life of the school</li> <li>• An exemplary attendance record in his/her present and previous employment</li> <li>• Excellent communication and interpersonal skills, especially with children.</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Confident and calm when dealing with a range of accidents and first aid issues</li> <li>• Friendly, sympathetic and supportive personality</li> <li>• Energetic, motivated and enthusiastic</li> <li>• Committed to inclusive education</li> <li>• Calm under pressure</li> </ul>	

For further information and to apply for this vacancy, please visit our website: <https://www.york-house.com/our-community/employment-opportunities>

Suitable candidates may be interviewed before the closing date and York House reserves the right to withdraw the position if an early appointment is made. York House School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. York House is an equal opportunities employer.