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| **Caldicott Boarding House** **Job Description:** **School Nurse (PT)** |
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| Responsible to: | Heads of Boarding, Senior Nurse for all medical issues. |
| Job Location: | Caldicott School, Farnham Royal. May be required to accompany pupils to local hospital; GP surgeries; dentist or other medical centres. |
| Hours of Work: | * As per contract weekdays and Saturdays 1300 - 1700
* Term time only: 32 weeks per academic year, plus some days at start and end of each term (to a maximum of another two weeks per annum) – some flexibility is required.
* Hours are part of a weekly rota which is re-viewed and agreed at the start of each term.
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| Key working contacts: | Senior Nurse, Heads of Boarding, Matrons, Teaching Staff, Pupils and Parents |
| Direct reports: | None |
| Date: | November 2019 |

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**Job Context and Purpose**

The school nurses play a vital role in the healthcare of all members of the school community. They manage the Health Centre and not only look after boys who are ill or who are injured, but also play a key role in the promotion of good health within the school, especially within the boarding community. School nurses also work closely with the Boarding team to help maintain high levels of pastoral care and welfare of boarders.

Caldicott is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

**Main Responsibilities and Tasks**

The day to day responsibilities of the nurse are:

1. **Healthcare:**
2. Work closely with the Senior Nurse and the Senior Matron (Health Centre) to ensure the smooth daily running of the Health Centre and efficient shift handovers between colleagues.
3. Deal with accidents and illnesses of boys, staff and visitors and administer treatment. Inform parents as appropriate;
4. Administer medication as appropriate;
5. Arrange medicals and appointments;
6. Accompany boys to appointments or accident and emergency department;
7. Liaise with the teaching staff and parents regarding individuals or general health issues;
8. Maintain up to date care plans for pupils with individual medical needs and ensure medication supply maintained;
9. Supply first aid kits to staff for all visits out of school, including relevant medication and epipens;
10. In conjunction with the Senior Nurse provide pitch side first aid cover for all sports fixtures;
11. In conjunction with the Senior Nurse provide first aid cover for school events e.g. bonfire night, sports festivals, Summer Fete and occasional out of term fixtures;
12. **Health Centre Administration:**
13. Assist with maintenance of Health Centre paperwork throughout the school year;
14. Send out daily Health Centre report;
15. Maintain and distribute the off games list;
16. Maintain the day book and record pupil visits on iSAMS;
17. In conjunction with the Health Centre Matron carry out monthly stock date checks;
18. In conjunction with the Health Centre Matron check and maintain the hand gels and first aid kits around the school;
19. Maintain Accident Book
20. **Healthcare Promotion:**
21. Support the PSHEE department in health issues, taking workshops in health related topics and providing advice on a one-to-one basis;
22. Be in attendance at boys’ supper to help encourage healthy and balanced meal choices.
23. **Other Duties:**
24. Attend INSET training days at beginning of each term.

This list of duties is not exhaustive and will include any reasonable additional requests.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Professional Nursing Qualification
 | * School nurse specialist practitioner qualification
* First Aid at Work Certificate
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| **Experience** | * Knowledge and experience of providing nursing care for children
 | * Experience of providing first aid care to children
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| **Training** | * Demonstrable evidence of continued professional development
 | * Safeguarding and Child Welfare Training
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| **Skills and abilities / Special Knowledge** | * Good basic keyboard and IT skills
* Well organised, good planning skills- working in co-operation with colleagues
* Good team working skills, shares ideas, listens well, values opinions of others
* Able to prioritise and manage time well, willing to be flexible and adjust plans as priorities change
* Able to use own Initiative
* Logical, common sense approach whilst being able to anticipate needs and expectations of others (boys, parents, teachers)
* Excellent communication skills - able to communicate effectively and appropriately with team colleagues, other staff, parents and pupils.
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| **Personal Circumstances** | * The ability to be flexible with hours each term.
* Saturday working is required on the rota.
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| **Additional attributes** | * Ability to work calmly and effectively under pressure and communicate with others under pressure.
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