



Bohunt Education Trust (BET) Job Description



Post Title:	Boarding Health and Wellbeing Lead – Steyning Grammar School
Purpose:	To provide a clinically effective, high quality service of nursing care to Boarding pupils.
Reporting to:	SGS Head of Boarding
Professionally relates to:	The Local Health Centre and other qualified medical professionals.
Working closely with:	Head teacher and Senior Leadership Team, Head of Boarding, Deputy Head of Boarding, Houseparents, Boarding Tutors, Domestic Team, Administration Team, Areas Support Manager, Premises Officer, the day school Medical Welfare Officers across 3 day school campuses and Parents/Guardians.
Line Management of:	Boarding Domestic Team Supervisor (7 cleaning staff and 1 Laundry Person)
Professional Qualifications:	<ul style="list-style-type: none"> • A professional nursing qualification such as a Registered Nurse • Evidence of ongoing CPD • Knowledge and experience of providing emergency first aid • Experience of overseeing care provision and management of individuals with long term conditions • Alternative professional health care qualifications may be considered, where supported by relevant certification and experience in the provision of health and wellbeing services to young people in a residential setting. Examples may include medical training of any nature (e.g. Physiotherapist, Occupational Therapist, Paramedic, Physicians Associate).
Personal Skills:	<ul style="list-style-type: none"> • Communication: clear, concise, timely and appropriate oral and written communication. • Sensitivity: listens well and understands others' needs and perspectives. • Self-motivation: meets objectives on own initiative, committed to continuous self- development, willingness to attend appropriate ongoing training/updating. • Teamwork: flexible, co-operative, helpful, self-aware, collaborates well, ability to work alone and as part of a team. • Organisation: systematic, efficient, meets agreed priorities. • Response to change: investigative, adaptable, and prepared. • Physical: able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.

Key responsibilities:

Management/professional

- Adhere to the NMC The Code: Standards of conduct, performance and ethics for nurses and midwives and be conversant with the Scope of professional practice and other NMC advisory papers.
- Use evidence-based practice to develop and maintain a high quality of wellbeing and nursing care to the pupils.
- Ensure that a code of confidentiality is developed and followed;
- Be responsible for appropriate development of protocols, policy and record keeping.
- Act as a role model and motivator for other members of the welfare and pastoral team.
- Be responsible for the smooth and efficient running of the Boarding Medical Centre, ensuring efficient systems and processes are in place.
- Oversee Duty staff's provision of medical and first aid care, ensuring they follow processes outside of your working hours
- Undertake DSL level training and form part of the school's Safeguarding Team to triage and manage safeguarding concerns as directed by the Designated Safeguarding Lead.

Wellbeing and Healthcare

- To provide a high standard of wellbeing and healthcare service within NMC guidelines to students, members of staff and any visitors while on site. This will include:
- Organise and run drop-in clinics during the hours of work.
- Ensure individual health care and wellbeing plans are developed and written for students requiring them, in liaison with students, parents, any relevant medical adviser and (boarding house staff) and shared appropriately with relevant staff
- Provide first aid and emergency care and treatment as necessary – this includes maintaining and monitoring stock of all boarding first aid kits and medication; add capacity and professional advice to the day school medical provision where appropriate.
- Provide a confidential wellbeing and health advice service as appropriate to boarding students.
- Provide on call support to Boarding duty staff during evenings and weekends as requested by the Head of Boarding. This may include occasional overnight medical care on site.
- Follow good practice and specific directives on immunisation procedures relevant to the boarding school population and individuals.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Update and follow protocols and processes around safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Organise access to doctors' surgeries, including advising boarding students to attend and referring to GP as appropriate.

- Arrange for boarding students to attend any medical, dental or other health appointments and accompany them as necessary.
- Record, review and evaluate student sickness to identify trends within the residential community.
- Ensuring compliance with National Minimum Standard 7 Boarders health and wellbeing.
- To lead on innovative practice to support student wellbeing such as the Brainwaves Initiative Research Partners.

Health education

Duties will include:

- Organise the Boarding Wellbeing Programme and record student participation.
- Promote wellbeing and health education throughout the school in conjunction with the School's PSHE teaching staff; its curriculum and wellbeing programmes;
- Ensure the provision of, and access to, a range of publicity materials on issues relating to student wellbeing and health
- Keep up-to-date with current wellbeing and health promotion initiatives.
- Monitor and schedule Boarding Staff First Aid training.

Administrative

Duties will include:

- Maintain medical records accurately, confidentially and safely using Medical Tracker and other schools systems.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Auditing Medical Centre stock, OTC Medication and prescribed medication (including CDs) via Medical Tracker).
- Record dispensing of drugs following drug protocols.
- Oversee Boarding student heights and weights termly check up.
- Contribute to termly Governors Boarding Committee reports and support Governor visits to audit Medical provision.

Health and safety and wellbeing

- Having an involvement and awareness of health and safety issues within the school affecting staff, children or the physical environment.
- Keep records of reported accidents/near misses and working with the appropriate investigating lead to ensure all such matters are reported appropriately and in a timely manner.
- Risk assessments linked to self-administration of medication and other care issues.

	<p><u>Working with others</u></p> <p>The successful applicant will need to work:</p> <ul style="list-style-type: none"> • Closely with other members of the boarding team notably the Houseparents to ensure seamless and continuous care, and with parents, academic staff, and school office staff and all other departments as necessary. • School health advisers and other members of the primary health care team. • External Agencies, including Social Services and specialist practitioners to establish shared care pathways as necessary. • Doctors, health centre staff and pharmacy. • Appointments and admission staff for consultants, orthodontics, dentist and opticians. • Line management and supervision of the Domestic Team including COSHH oversight and cleaning stock. <p><u>Continued professional development (CPD)</u></p> <ul style="list-style-type: none"> • Comprehensive induction. • Undertake Level 3 First Aid Training every 3 years. • Boarding Schools Association certified training and medical conference. • MOSA conferences. • Online training via the TES platform. <p><u>Benefits</u></p> <ul style="list-style-type: none"> • Onsite accommodation for overnight on call where necessary. • Meals in the boarding dining room if working late. • Local Government Pension Scheme. • Cycle 2 work scheme. • Care First programme. • My rewards platform. • Expenses paid for business-related mileage.
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This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultations taking into account the circumstances of The Trust and their implications.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce.

Appointments will be made subject to pre-employment checks, receipt of satisfactory references enhanced DBS check including online/social media checks. The school is committed to safeguarding and promoting the welfare of young people.