

**Job Description**

**Post:** School Nurse – 2 vacancies **Date of issue:** April 2019

Wellingborough School is an independent day school founded in 1595, a school with a long and distinguished history and strong roots in the local community. One of the original school buildings can still be seen in the town centre. The School moved to the current site in 1881, growing in size and reputation. It became fully co-educational in 1979 and converted to a day school in 1999. The Prep School celebrated its centenary in 2013 and the Pre-Prep was added in 1990. Today, the Pre-Prep (ages 4 – 8), Prep (8 – 13) and Senior (13 – 18) sections create a genuine family of schools, educating around 850 pupils from across Northamptonshire, Buckinghamshire, Bedfordshire, Leicestershire and Cambridgeshire, surrounded by forty acres of superb playing fields.

**Disclosure Level:** Enhanced

**Reporting to**: Nurse Manager

**Hours:** 2 Part time, Term time vacancies: (22 hours per week, 36 weeks per year, including INSET days)

Vacancy 1 Vacancy 2

Monday 12.30-16.30 Monday 12.30-17.30

Wednesday 12.30-17.30 Tuesday 12.30-16.30

Thursday 8.00-16.30 Thursday 12.30-17.30

Friday 12.30-17.30 Friday 08.00-16.30

**Salary:** Band 6, point 21-23 £12,722.21 to £13,236.94

**Main Responsibilities/Key Tasks:**

* Administration of medicines to include safe keeping, storage and disposal; monitoring of expiry dates and record keeping.
* Arrangement of referrals in conjunction with the Designated Safeguarding Leaders (DSLs) and liaising with other medical staff as appropriate.
* Diagnosis, treatment and supervision of minor ailments, injuries and emergencies and summoning of medical and/or ambulance assistance when necessary.
* Maintenance of First Aid Boxes and equipment throughout the School and Sports First Aid bags for fixtures.
* Ensuring the preparation of medical information and first aid bags / supplies for all out of school visits including School tours.
* Attendance at home sports fixtures on a rota basis.
* Providing First Aid cover at co-curricular events/activities as required.
* Providing First Aid assistance in cases of injury to persons employed by or visiting the School.
* Supporting children with emotional health issues and liaising with appropriate staff and families.
* Participate with immunisation programmes as directed by the Local Health Authority.
* Participate in delivering PSHCE to pupils.
* Ensure relevant care plans are produced and followed as appropriate.

**Communication and Liaison:**

* Advising staff with regard to a child’s medical needs.
* Communication of relevant medical information via email to staff as appropriate.
* Reporting to parents, Nurse Manager and members of staff on matters of health.
* Working with the Catering Department with regard to special dietary requirements, food allergies and eating disorders as appropriate.
* Guidance of parents with regard to their child’s medical needs and participation in multidisciplinary team meetings with regard to a child’s medical needs.
* Liaising with the DSLs and outside agencies as necessary or as directed by the Nurse Manager / Senior School Deputy Head. (Pastoral)
* Meet regularly with the Nurse Manager, pastoral leaders and parents to discuss pastoral issues.
* Meet regularly with the Nurse Manager and other members of the Medical Room team.
* Maintaining relevant Health & Safety records & Accident records.

**Administration:**

* Produce and update Care Plans and a confidential pupil medical details file; provide information on a need to know basis to staff members for pupils in their care.
* Involvement in updating medical protocols and the School’s medical policies.
* Maintaining medical records and other documentation.

**Training, Education and Development:**

* Providing education sessions for staff on medical matters e.g. anaphylaxis and administration of adrenaline pens / asthma/ First Aid/Resuscitation and Defibrillator.
* Working in partnership with the teaching staff to produce and deliver effective health education within the PSHCE programme, giving talks to pupils on health related issues and through display boards throughout the School.
* Maintaining own professional development as appropriate.
* Participating in the Staff Appraisal process.

**General:**

* To work according to the School’s policies and procedures.
* To attend Staff Briefings, Inset days and twilight sessions.
* To perform any other duties as may from time to time be required within the ability of the post holder and relative to the general role of the School nurse.

**Additional benefits:**

* Meals in the School’s Dining Hall during term time.
* Free parking.
* Membership of the Wellingborough School Staff Pension Scheme.

**Revision of Job Description:**

There will be an annual review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

**Safeguarding:**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.  If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmaster.

**Additional Information:**

From September 2020 Wellingborough School will restructure into a Senior School, from Year 7 – 13, with our own Prep School taking pupils up to Year 6.  The reorganisation will take place on the existing site using the same buildings with the same Senior Leadership team, and the ethos and aims of the School will remain the same. This change is primarily so that the School is able to ensure that outcomes for pupils remain as good as they can be, within an educational landscape that has undergone many changes in the past few years.

**Applications:**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome.Please send them for the attention of Mrs Karen Harrison, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **12pm, 23rd April 2019.** Informal enquires to Mrs Linsey Slack, Nurse Manager, at lis@wellingboroughschool.org (or via the School switchboard 01933 222427).

Interviews will take place on **May 2019.**