



SOLIHULL

JOB DESCRIPTION: SCHOOL NURSE (based at Senior School)

Responsible to:	School Nurse (Team Leader)
Primary Responsibility:	To work alongside the School Nurse (Team Leader) to provide excellent medical care to all pupils and staff in the school.
Membership of:	Nursing Team Pastoral Support Team
Hours of work:	Full-time/part time by negotiation, term-time. Hours to be agreed between 8.00-5.30. To include Saturdays in the rugby season on a rota basis.

Responsibilities:

The main responsibilities include:

- Administration of medication to pupils and staff;
- Work closely with the Deputy Head Pastoral, the DSL, Assistant Bursars, HR Department, Director of Sport Health and Fitness, Physiotherapist and Counsellor to support the health and welfare of pupils and the staff body;
- Provision of general nursing care and first aid to pupils and staff;
- Supervising vaccination programmes as required, to include HPV and Staff Flu vaccinations.
- Liaising with the School Doctor, other medical professionals, all staff and parents / guardians.
- To accurately document all visits to the Health Centre and update all medical records and distribute to information to staff in line with relevant legislation;
- Saturday Games fixtures
- Provide accurate lists for trips and visits, as required;
- Undertaking new pupil health checks;
- Where Child Protection concerns are held, liaising with the appropriate member of staff or external body as advised by the Designated or Deputy Designated Safeguard Lead;
- Providing induction training and briefing where necessary to new and existing staff regarding pupils, equipment and other medical information;
- Working with the School Nurse (Team Leader) to further develop the medical service provided at Solihull School to be proactive and to ensure it remains abreast of changes and developments in medical issues, education and social changes which may affect pupils' wellbeing;
- To be flexible with hours in emergency situations or to cover during CPD training;
- Actively participate in the school's Wellbeing and Personal Development programme as appropriate;
- To be prepared to undertake relevant training as required.

General

- Promote the welfare and safety of all members of the school community and adhere to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training including INSET days.
- Participate in the management of the school by attending meetings as required;

- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

PERSON SPECIFICATION: SCHOOL NURSE

	ESSENTIAL	DESIRABLE
Qualifications/ Professional Bodies	<ul style="list-style-type: none"> • Relevant Nursing qualification • Valid NMC PIN • First aid at work Course (training can be provided) • Automated External Defibrillation Course (training can be provided) 	<ul style="list-style-type: none"> • Knowledge of sporting injuries
Experience	<ul style="list-style-type: none"> • Previous clinical nursing experience • Experience of working with children and young people 	<ul style="list-style-type: none"> • Experience of school nursing
Skills/knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Knowledge of Microsoft and other IT packages • Awareness and understanding of safeguarding and welfare of children • Excellent organisational skills, the ability to multi-task and work under pressure 	
Personal Attributes	<ul style="list-style-type: none"> • An exemplary degree of personal integrity and maturity • Able to use one's own initiative and work without supervision • Reflective practitioner • Excellent interpersonal skills • Keen interest in and support for the ethos and aims of Solihull School • Diplomacy and tact • A good sense of humour • Common sense • An exemplary attendance record in his/her past and present employment • Empathy with pupils • A flexible approach to working hours and a willingness to provide cover wherever possible. 	<ul style="list-style-type: none"> • A willingness to be involved in the wider life of the School