Job Description

Post: Academy Nurse

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Organise and implement all aspects of staff training on medical and first aid.
- Co-ordinate the personnel responsible for first aid in departments.
- Attend all incidents requiring first aid in the academy, i.e. students and staff, including communication with parents, arranging transport to home or hospital, where appropriate.
- Keep the academy first aid provision open and operational during the academy day.
- Order and maintain stocks of first aid equipment and be responsible for the medical room and the organisation of medical provision for all residential trips.
- Organise health screening and vaccinations for students.
- Liaise with outside agencies associated with all aspects of child health care.
- Maintain accurate records of students with special medical requirements.
- Work with senior leaders and designated safeguarding leads on all issues pertaining to safeguarding and child protection.
- Work with senior leaders in assessing the needs of students applying for a place in the academy.
- Participate in interviews with students with medical needs applying for a place in the academy.
- Provide all staff with specific information and practical support in managing students with medical needs.
- Deliver whole staff training on issues relating to the inclusion of students with medical issues, including health and safety training.
- Work with the SEND and pastoral teams and families of students with acute attendance difficulties, including potential school-refusers.
- In line with medical ethics, deal with confidential medical issues relating to students and refer students, where appropriate, to outside agencies.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.