**Lighthouse Club - NURSING SUPPORT**

**JOB DESCRIPTION**

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| **POST** | **Casual Nurse** for the Lighthouse club based at Riverside School (Fixed term contract) |
| **GRADE** | Equivalent to BR11 point 33-36 (FTE 41,476 to 44,504) |
| **MINIMUM QUALIFICATIONS** | 1st level registration/ RSCN/ Child branch qualification equivalent. Minimum of 12 months post registration experience. |
| **RESPONSIBLE TO** | Lighthouse Club Manager |

**JOB SUMMARY**

The post-holder will be the lead clinical health professional within Lighthouse Club Extended Services Provision which operates under the Riverside umbrella, holding responsibility for meeting the diverse health and clinical needs of children and young people accessing the provision. This includes formulating, implementing, and reviewing individualised care plans, while collaborating proactively with staff, multi-disciplinary professionals, parents, carers, and external agencies.

Lighthouse Club currently operates 22 days on Saturdays, 2 days in the February half term, 4 days at Easter, 13 days over Summer, 5 days October half term, and 1 additional Saturday in December (subject to review).

**MAIN DUTIES AND RESPONSIBILITIES**

Core Role Purpose

1. The role of the Club Support Nurse is to provide high-quality, evidence-based nursing care to children and young people attending the Lighthouse Club. These individuals present with a diverse range of physical, learning, or sensory disabilities and require various, often complex, clinical healthcare interventions.

2. Work collaboratively with the Lighthouse Club Manager and Team Leaders to facilitate children's safe access to activities. This includes leading, delivering, and assessing competency-based training for club staff to ensure they can safely support the children's daily clinical and health needs.

3. Oversee and ensure that the holistic and daily care needs of the children are met safely, efficiently, and in accordance with individualised care protocols.

4. Liaise closely and compassionately with parents, carers, and multi-disciplinary teams to develop, review, and implement robust care plans for children attending the Lighthouse Club.

Professional Standards and Regulation

1. Take responsibility for maintaining your own professional development, clinical competencies, and continuous registration in accordance with the NMC Revalidation requirements. To practice at all times in line with the NMC Code and the current clinical policies, protocols, and procedures of Bromley Healthcare and the South East London Integrated Care System.

2. Adhere at all times to The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates. Maintain an up-to-date knowledge of, and practice within, the NMC Standards of Proficiency for Registered Nurses and all associated regulatory guidance.

3. To ensure you have appropriate professional indemnity arrangement in place as a condition of your registration, in accordance with NMC requirements and statutory regulations.

4. Contribute actively to the development and facilitation of meaningful, safe community-based experiences and social inclusion opportunities for the children and young people.

5. Proactively undertake continuous professional development (CPD) and any specialised training required to meet the evolving clinical needs of the service and maintain professional registration.

Clinical Practice and Governance

1. Maintain accurate, comprehensive, and contemporaneous clinical records and written reports in strict accordance with NMC standards, the Data Protection Act 2018, and GDPR principles. Uphold and protect each child's individual rights to privacy, confidentiality, dignity, and respect at all times.

2. Liaise proactively and collaboratively with multi-disciplinary professionals, health boards, and external agencies to ensure a seamless, high standard of integrated care and to facilitate access to appropriate services for the children.

3. Attend and actively contribute clinical insights at children's annual education reviews (such as EHCP reviews) and multi-agency medical reviews as required.

4. Ensure all manual and digital clinical data is collected, inputted, and maintained accurately and in a timely manner, contributing data safely to assist with service evaluation and quality planning.

5. Lead and participate in the holistic assessment, formulation, and review of individualised care plans, ensuring that all staff and multi-agency professionals assisting in the child's care have a clear, unambiguous understanding of the child's clinical needs.

6. Deliver exceptional, evidence-based, and highly skilled nursing care and emotional support to children, young people, and their families/carers within the club environment.

7. Demonstrate a robust, proactive commitment to child protection by practicing in strict accordance with national legislation and local Safeguarding Children protocols. Maintain appropriate safeguarding competencies (Level 3), compile detailed professional reports, and attend multi-agency case conferences or protection panels when required.

8. Design, deliver, and oversee competency-based training and structured refreshers for club staff. This includes, but is not limited to, teaching and formally assessing staff competencies in the safe administration of daily or emergency rescue medications, and the management of specialised clinical interventions.

9. Safely administer and oversee prescribed medications and specialised clinical treatments in accordance with regulatory guidelines, local policies, and valid prescriptions from registered medical practitioners or independent prescribers. Maintain flawless, real-time documentation of all treatments and medications administered.

10. Participate regularly in clinical nursing audits, quality assurance reviews, and service evaluations within the club to maintain high standards of patient safety.

11. Support the maintenance of evidence-based clinical standards, contributing actively to the research, writing, and periodic revision of Lighthouse Club policies, risk assessments, and clinical procedures.

12. Engage actively in regular Clinical Supervision and reflective practice in accordance with NMC professional development and revalidation guidelines.

Communication and Collaboration

1. Provide accurate, clear, and timely clinical and operational updates as requested by the Lighthouse Club Manager or senior leadership team.

2. Compile and submit detailed professional reports when required. Maintain comprehensive, objective, and contemporaneous records, ensuring absolute information security in strict compliance with the Data Protection Act 2018 and GDPR principles.

3. Maintain a compassionate, supportive, and non-judgmental approach when partnering with parents and carers, acting firmly as a clinical advocate for the child's best interests where necessary.

Operational and Other Duties

1. Contribute clinical and operational perspectives to the ongoing review, evaluation, and strategic development of the Lighthouse Club service.

2. Maintain a thorough working knowledge of, and practice in strict accordance with, Riverside School's overarching institutional policies, safeguarding frameworks, and operational procedures.

3. Undertake any other duties appropriate to the post and commensurate with the grading of the role, as reasonably designated by senior management.

Infection Prevention and Control Responsibilities

Employees must ensure they strictly adhere to all organisational Infection Prevention and Control (IPC) policies, procedures, and local clinical guidelines. They must practice meticulous hand hygiene at all times when carrying out clinical duties, in strict alignment with the statutory duties placed upon them by the Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance. The prevention and containment of healthcare-associated infections (HCAIs) must be embedded into everyday clinical practice.

It is the responsibility of all clinical staff to maintain an up-to-date, evidence-based working knowledge of the ten core elements of Standard Infection Control Precautions (SICPs). They must ensure that no act or omission on their part, or within their sphere of responsibility, compromises the health, safety, or well-being of service users, families, visitors, or colleagues.

Clinical staff are required to proactively maintain their IPC competencies by attending mandatory training updates, ensuring the continuous maintenance of a clean, safe, and hygienic care environment within the club and school settings.

Training and Development

Riverside School is firmly committed to the continuous development of all its staff and to promoting lifelong learning throughout the organisation. This ensures that staff maintain their professional knowledge, keep up to date with regulatory requirements, and deliver the highest standards of evidence-based care to our children and young people.

All staff have a personal and professional responsibility for their own continuous development, which includes active involvement in:

- Identifying individual training and clinical competency needs.
- Engaging in pre-course discussions to identify clear learning objectives.
- Participating in post-course reviews to evaluate if objectives have been successfully achieved.
- Transferring newly acquired knowledge and clinical skills into daily practice.

- Contributing to the formal evaluation of service training.

Review of Job Description

This job description reflects the immediate requirements and objectives of the post. To reflect changing service needs and organisational priorities, elements of this post may be subject to periodic variation. Any updates will be implemented in discussion with the post-holder.

Confidentiality and Information Governance

The occupant of this post will, in the course of their normal duties, acquire knowledge of highly confidential matters, including sensitive personal and medical information about children, families, and staff. All such information must be treated with strict confidentiality. Any unauthorised disclosure or breach of confidentiality will be treated as serious misconduct and may lead to disciplinary action, up to and including summary dismissal. The only exception to this is when confidentiality is appropriately bypassed as a result of a genuine safeguarding alert or a concern raised under Lighthouse Club/Riverside School's relevant Policy/s.

Data Protection & Access to Records

The Data Protection Act 2018 and UK GDPR give individuals specific statutory rights regarding how their personal and personnel data is processed. This includes the right to find out what information is held about them across digital and manual records, as well as the right to have inaccurate data rectified or erased under specific conditions.

To request access to your staff file, you must submit a formal request to the HR Manager. Please note that certain information may be legally exempt from disclosure under statutory provisions (for example, confidential employment references).

Safeguarding

Lighthouse Club is deeply committed to safeguarding and promoting the welfare of children and young people. There is a strict expectation that all staff actively share this commitment. The post-holder must adhere to the Lighthouse Club/Riverside school's child protection and safeguarding policies and procedures at all times, maintaining appropriate safeguarding competencies and actively promoting the safety and well-being of children and young people that attend club in all aspects of their work.

Equality, Diversity and inclusion

Lighthouse Club under the Riverside School umbrella takes its statutory duty to eliminate unlawful discrimination, harassment, and victimisation seriously under the Equality Act 2010. All staff are expected to champion this commitment, fostering excellent relations between different groups and treating every individual associated with the Lighthouse Club community with absolute dignity, equity, and respect at all times.

Health and Safety

Employees are required to work in accordance with the statutory duties placed on them by the Health and Safety at Work etc. Act 1974 and Lighthouse Club/Riverside School's internal health and safety policies to ensure the safety of all parties. Staff must strictly observe safe systems of work, maintain a safe and healthy clinical environment, and actively participate in required health and safety training, risk assessments, and supervision to accomplish these safety goals.

**PERSON SPECIFICATION**

**School Support Nurse for the Riverside Extended Services**

GRADE: Equivalent to BR11, point 33-36 (FTE 41,476 to 44,504)

| | ESSENTIAL | DESIRABLE |
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| **Qualifications & Training** | • Registered Children's Nurse (RSCN / RN Child branch).<br>• Current valid registration on Part 1 of the NMC register.<br>• Evidence of continuous professional development (CPD). | • Recognised teaching/assessing qualification (e.g., ENB 998, Practice Assessor, or equivalent trainer certificate).<br>• Valid pediatric immediate life support (PILS) certificate. |
| **Specific Skills and Knowledge** | • Comprehensive, practical knowledge of child protection and Level 3 safeguarding children procedures.<br>• Ability to work autonomously using clinical judgment, while collaborating effectively within a multi-agency team.<br>• Outstanding verbal, written, and therapeutic communication skills tailored to children, families, and education staff.<br>• Proficient in modern clinical record-keeping and data protection compliance (GDPR/Data Protection Act 2018). | • Specific clinical competencies in managing gastrostomy/enteral feeding, tracheostomy care, or complex epilepsy/rescue medications.<br>• Strong understanding of health promotion models for children with disabilities. |
| **Experience** | • Proven post-registration clinical experience working with children and young people.<br>• Experience working with children who have complex healthcare needs, acute/chronic conditions, or profound and multiple learning disabilities (PMLD). | • Previous nursing experience within a community, respite, or educational setting (e.g., special school nursing).<br>• Experience in designing, delivering, and signing off competency-based clinical training for non-registered staff. |
| **Personal Qualities** | • High level of motivation, resilience, and a calm disposition under pressure.<br>• Deep patience, empathy, and a child-centered approach to care.<br>• Absolute commitment to upholding dignity, privacy, and diversity. | • Full UK driving licence with access to a vehicle. |