

## Job Description: School Nurse

### Reports to: Director of Welfare

**Hours:** 36 hours per week; term time only

**Salary:** Ark Support Staff Band 8, (Outside London) £26,445 - £32,798  
(Pro Rata Salary £22,664 - £28,084)

### The Role

- To provide students and staff with first aid support calling on medical services as required.
- To complete and record all care plans and draw up individual health care plans for students in liaison with parents and outside agencies.
- To liaise with families, staff and external agencies to ensure best practice for students.
- Work with NHS team on immunisation programmes as necessary.
- To advise on staff health issues.
- To raise the attendance, health and wellbeing of students and staff
- To organise/deliver training for staff to increase their knowledge and understanding of particular medical conditions.
- Provide advice, guidance and support to the team of First Aiders

### Key Responsibilities

- Provide first aid treatment and medical care as required.
- Maintain student files and dispense medication to students as advised by parents/carers.
- Decide when further medical attention is required and support students if requiring hospital treatment, including attending Accident and Emergency as required and contacting families to advise on situation.
- Provide health screening opportunities and advice and provide guidance to students and staff.
- To carry out specified medical care procedures as necessary.
- To provide personal, social, hygiene, welfare and mental health support for students.
- To contribute to the PSHE programme and delivery of specific health related subjects.
- Offer training to staff on managing medicines and medical conditions.
- To undertake other duties that the Principal of Ark Boulton Academy may reasonably request.

### Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal.

*This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.*

## Person Specification: School Nurse

### Qualification Criteria

- Right to work in the UK
- Registered General Nurse
- First Aid qualification
- Full driving licence and access to a vehicle
- Specialist Community Practitioner School Nursing or equivalent (desirable)
- Counselling qualification (desirable)

### Skills and Attributes

- Experience of evidence based practice and multi-disciplinary agency working.
- Experience of working with young people.
- Working with various client groups
- Management of own workload
- A good understanding of child development and health issues relating specifically to children and teenagers.
- Able to demonstrate an awareness of the needs of children and young people and their parents/carers
- Clinical supervision/reflective practice skills
- Knowledge of health promotion, child protection, family planning, education and screening
- Understanding of attachment theory and strong mental health knowledge
- Highly developed verbal and written communication/negotiation skills
- Excellent organisational skills
- Ability to manage / prioritise workload and work to deadlines
- Ability to make informed decisions under pressure
- Ability to work well as part of a team and on own initiative
- Understanding of issues relating to diversity
- Experience of working effectively supporting children in a learning environment (desirable)
- Delivering Health Promotion and training programmes (desirable)
- Working with children with special needs (desirable)

### Personal Characteristics

- Enthusiastic, committed and proactive approach.
- Adaptable, flexible and non-judgmental style.
- Confident.
- Self-motivated and open to change
- Commitment to working in partnership with children/young people and their families to promote optimum health outcomes.
- Willingness to undertake training appropriate to personal development and the needs of the service
- Ability to work on own initiative as well as part of a team.
- Sound interpersonal skills

### Specific Skills

- Good IT skills, including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills.

### Other

- Commitment to continuing personal and professional development and evidence of recent CPD
- Commitment to the safeguarding and welfare of all pupils
- To attend training appropriate to the post
- This post is subject to an enhanced Disclosure and Barring Service check
- To undertake any other responsibilities as directed by the Line Manager or the Principal

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*