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| **JOB DESCRIPTION** | |
| **Job Title:**  **Responsible to:**  **Grade:**  **Hours:**  **Job Purpose:** | School Nurse  Deputy Head (Pastoral)  NJC points 27 to 30 (£31,346 - £33,782) pro rata  31.5 hours per week, term time only  To provide a service to pupils which supports and promotes their physical, mental and emotional health. |
| **MAIN DUTIES AND RESPONSIBILITIES:**  Medical and First Aid   * Day to day medical and first aid issues – based in and around the medical room * Provide emergency care and treatment as necessary * Assess, plan, implement and evaluate patient care of pupils with minor ailments, chronic illness, accidents and injuries and support wellbeing and mental health * Communication with staff and parents: face to face, via telephone or email or online if relevant * Communication and liaison with local GPs, hospital, dentists, school nurse service and any other relevant health care professionals * Day nurse for boarders – support for boarding house staff (including daily communication concerning the administration of medications) and pupils who are boarders – regular meetings with staff * Developing Individual Health Care Plans for students with complex health needs and communicating needs to staff * Maintaining Food Allergy Register and Register of Medical Conditions to communicate to staff to ensure safety and wellbeing of pupils whilst in school * Liaising with Health and Safety Advisor * Contributing to and overseeing Risk Assessments for students returning to school following an injury/operation to enable safe reintegration back to school * Collaborating with School Aged Immunisation Team to support vaccination programme in school * Safe administration of prescribed medication, including boarding students, where relevant * Maintain safe storage, usage and disposal of medical drugs and supplies * Monitoring expiration dates of any medication lodged in school and informing parents when supplies are required * Ordering of any medical equipment/supplies – including maintenance of first aid boxes around school and for trips * Being available to staff leading trips to offer advice and information regarding individual pupils, their health conditions and medication * Provide basic First Aid knowledge to staff and train staff on procedures if faced with a medical emergency such as anaphylaxis * Transportation of pupils/staff to hospital/home – when relevant * Support in meetings with pupils, parents and teachers, where relevant and appropriate * Support work of the Designated Safeguarding Lead and the Deputy DSL * Adhering to Infection Control Guidelines within the school * Day to day support of the Pastoral Deputy Head and the Heads of Year across all year groups * Checking and updating relevant school policies – working with Pastoral Deputy Head * Adhere to the NMC Code: Standards of conduct, performance and ethics for nurses and midwives and be conversant with the scope of professional practice and other NMC advisory papers * Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils   Pastoral support   * To be a listening ear and, often, a first ‘port of call’ for pupils, signposting support and passing on concerns to the appropriate people as necessary * Work with and advise members of SLT and other staff on medical matters as appropriate, maintaining pupil confidentiality wherever possible * Promote health education throughout the school population and provide confidential health advice, support and referral as appropriate * Offering a one hour drop in session (after school) once a week for boarders and boarding staff for advice and support   General Administration   * Contemporaneous Record Keeping on SIMS and CPOMS * Completion and administration of accident forms/accident book * Updating pupil medical records/information on SIMS or other relevant electronic systems used in school * Support the administrative and managerial staff at busy times with routine tasks when required * Organising and supporting the school photographs in early Autumn term   This role requires a degree of flexibility as meetings with parents and carers may be outside the normal school day on occasion.  *This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.*  The post holder is expected to maintain a highly visible and professional profile within the school, abiding by all policies and procedures and will be expected to embrace the ethos and values of Keswick School MAT.  **Health & Safety:**  The health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.  **Location:**  The post holder may be required to work at other locations from time to time. Reasonable notice of any such changes will be provided.  **Confidentiality:**  Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.  **This post requires an enhanced DBS check.** | |

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| **PERSON SPECIFICATION** | | |
| **POST TITLE:** School Nurse | | |
| **Attribute/Criteria** | **Essential** | **Desirable** |
| Education/Qualifications/Training | *This will include*   * Currently registered nurse, RGN or RSCN qualified or equivalent * Valid NMC Pin | *This may include*   * Child Protection Training * Specialist Community Public Health Nursing – School Nursing (SCPHN - SN) qualification |
| Knowledge & Experience | *This will include*   * A minimum of two years professional experience as a qualified nurse (any branch) * Genuine interest in working with young people and children. * Knowledge of data protection and safeguarding | *This may include*   * Previous experience in A&E, Practice Nursing or Paediatric Child Care * Experience of sports injury care and treatment * Knowledge of health and safety reporting systems |
| Skills & Abilities | *This will include*   * The ability to interact effectively with all members of the school community, combining confidence and assertiveness in a calm, courteous and professional manner * Tact and absolute discretion in dealing with all matters * Independence but with the ability to work as part of a wider team of support and pastoral staff * Flexibility in approach to people and to working arrangements * Able to respond calmly, quickly and willingly to urgent and unexpected requests | *This may include*   * Very good ICT skills |
| Personal Qualities | *This will include*   * A willingness to maintain and enhance your personal professional development in areas relevant to the role in accordance with guidance from regulatory and professional bodies * Show an understanding of common mental health conditions, particularly those regularly seen in adolescents and children and be able to recognise and support as appropriate * Ability to build and form good relationships with students, staff, parents and others * Ability to remain calm in all situations * Be approachable as an individual * Have a high level of patience and be able to demonstrate understanding * Full current UK driving licence and access to car * Ability to communicate in a clear and succinct manner in fluent English, both verbally and in written form | *This may include*   * Evidence of working within a team * Evidence of showing initiative |

**The Selection Process**

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| **Criteria**  Essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.  To be successful, you will need to demonstrate during the recruitment process that you have these criteria.  **Assessment of suitability to work with children**  During the selection process your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.  **Anomalies**  Upon shortlisting any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.  This may include unexplained gaps in employment history. |  | **Verification**  Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.    **Safeguarding**  Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.  **Sources of assessment**   * Application form * Performance at interview * Verification of qualification. * Original documents are required to be presented at interview when they are identified as essential criteria. |

**Equal Opportunities**

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| It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.  **Curriculum**  All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.  **Behaviour**  We expect behaviour to always be impeccable.  Intimidating or insulting language will not be tolerated. |  | **Staffing**  In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.  Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing. |