



# JOB DESCRIPTION

<b>Job Title:</b>	School Nurse	<b>Department:</b>	Health Centre
<b>Hours of Work:</b>	37.5 hours per week / 34 weeks per year (Term Time)		
<b>Responsible To:</b>	Lead Nurse	<b>Responsible For:</b>	N/A

Woldingham is seeking to appoint a School Nurse who will work full time in school term time with some work at the beginning and end of the main school holidays. This role will also include overnight and on call duties during unsocial hours.

## ROLE AND PURPOSE

The School Nurse will provide a clinically effective, high-quality service of nursing care and pastoral support within NMC guidelines to pupils. The School currently requires the Health Centre to be staffed overnight and therefore this role could suit someone who wishes to be resident as there is a one-bedroom self-contained accommodation available; alternatively, the arrangement could also be made for an overnight duty basis or a 'respond from home' duty. The School will be prepared to discuss these options for accommodation arrangements at interview. The School Nurse must maintain registration as a general nurse on the NMC register.

## HEALTH CENTRE

The Health Centre provides care primarily for boarders and day pupils but also first aid to staff and visitors at the school. The team comprises of two Nurses (one lead), and a Healthcare Assistant, and is supported by the local GP practice where the doctor visits routinely each week in term time. The Health Centre team liaises closely with the school pastoral team to provide an effective 360-degree programme of care for all pupils. The role is varied and requires the ability to work independently, as well as part of a wider team.

The Health Centre comprises of an office and treatment room, examination room and ward rooms offering 10 beds, which are used occasionally.

The main responsibilities are as follows.

- Oversee the physical and mental health of pupils, including health checks for all new boarders.
- Act as a role model and motivator for other members of the team.
- Provide first aid and emergency care and treatment, as necessary.
- Adhere to the NMC Code (Standards of conduct, performance and ethics for nurses and midwives) and be conversant with the relevant NMC advisory papers.
- Undertake relevant CPD as required to fulfil the obligations of the role. This should include staying abreast of clinical and statutory guidance.
- Support the organisation and running regular surgeries, which are available to all girls and emphasise positive health, including the weekly GP surgeries.
- Managing students with chronic conditions e.g. Diabetes & Asthma.
- Providing nursing care of girls who are admitted to the Health Centre, including overnight occasionally.
- Maintaining and updating the health records of all students.
- Oversee the maintenance of a daily logbook system, recording the dispensing of drugs following correct drug protocols.

- Implementation of first aid boxes and any medical supplies throughout the School, including AAls, and controlled drugs, and advising the school staff on matters of health as necessary;
- Maintenance, checking and auditing of first aid boxes and any medical supplies throughout the School, including AAls, and advising the School's Health and Safety staff on matters of health as necessary;
- Provide advice, guidance and information sharing with parents, SLT, and staff on matters of health as required and compliant with statutory guidance. .
- Support the lead nurse to co-ordinate routine immunisations with the School Community Immunisation programme.
- Liaise with the boarding staff to ensure the immunisations of those who travel abroad are up-to-date.
- Arrange dental, orthodontic and other medical appointments. Organising escorts, informing staff, parents and the Director of Finance and Operations, as necessary.
- Ensure the timely reporting of accidents, following the School procedures.
- Support the lead nurse in the smooth and efficient running of the Health Centre, ensuring efficient systems and processes are in place.
- Ensure the provision of, and access to, a range of publicity materials on issues relating to student health.
- Order, stock-keep and control of medical supplies; maintaining safe storage, and disposal in line with best practice and adhering to appropriate timelines.
- Apply appropriate procedures for the safe disposal of medical waste.
- Provide advice on health matters, including first aid and emergency procedures, to staff.
- Promote health education throughout the School, including occasionally assisting with PHSE and health related matters covered as part of the school curriculum.
- Respond immediately when called to an emergency.
- Utilise appropriate electronic systems to ensure Health Centre compliance.
- Undertake any other tasks as may reasonably be requested by the Head.

This Job Description provides a guide to and general description of the duties and responsibilities of the School Nurse. It is not exhaustive and may be amended from time to time.

# PERSON SPECIFICATION

## SKILLS

- Fully qualified (**essential for this post**): RGN with child/school experience, RN with Child Branch or RSCN.
- Be self-motivated, enthusiastic and committed to supporting the School fully in this responsible position.
- Demonstrate excellent leadership and teamwork skills with the ability to motivate others
- Possess high integrity and initiative who can think ahead, prioritise and work accurately and flexibly without undue direction.
- Ability to mix easily and work effectively with all members of the school and wider community, pupils, parents, staff and other professional agencies.
- Demonstrate sound judgement and discretion.
- Capable of being sympathetic, patient, even-tempered and calm when under pressure.
- Have energy and stamina; capable of coping with the demands of the post.
- An interest in professionally supporting young people.
- Have a good sense of humour and be able to work effectively both independently and as part of a team
- Be committed to continuous self-development, by attending appropriate training courses etc.
- Possess excellent administrative and ICT skills. Knowledge of iSAMS and CPOMS would be desirable.
- Be an effective communicator and a sound command of written English.
- Possess a driving licence and own a vehicle would be desirable, particularly given the size of the school campus.

## ETHOS AND WHOLE SCHOOL VALUES

- Committed to operating as part of the School community and having sympathy with independent education and the values of the Catholic nature of the school.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

## SAFEGUARDING AND PASTORAL

- Committed to safeguarding and promoting the welfare of children and young people.

## QUALIFICATIONS

- Fully qualified: RGN with child/school experience, RN with Child Branch or RSCN.

## SALARY AND BENEFITS

**Start date:** Negotiable

**Salary:** Competitive (pro rated in line with Band 6 NHS Pay scale)

**Pension:** The successful candidate will be auto-enrolled in the School's defined contribution pension scheme. There is an opportunity to opt out.

**Hours of Work:** This is a term time position with an overlap for start and end of term. The hours of work will be based on a rota with the other member of the nursing staff. Please note that this pattern currently involves overnight and weekend duties to meet the needs of the boarding pupils.

**Facilities:** Meals are provided during term time when on duty. Members of staff can use the School's Sports facilities at allocated times.

**Uniform:** The successful applicant will be expected to purchase and wear an appropriate nursing uniform to convey a professional image when on duty, which the school will reimburse.