**JOB DESCRIPTION**

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| **Job Title:** | Bank Nurse | **Department:** | Health Centre |
| **Hours of Work:** | As required to cover sickness at short notice or booked in advance to cover courses etc |
| **Responsible To:** | Senior Nurse in Health Centre | **Responsible For:** | N/A |

**Summary of Role:**

Responsible for the 24 hour health care of all girls and for treatment, in the case of accident or emergency, of any person (including staff and visitors) on the campus; working from a modern and well-equipped Health Centre.

This is a non-residential position. The bank nurse may be called on at short notice to cover sickness or absence of residential nurses or booked in advance to cover courses etc. The bank nurse will normally be working alone after initial orientation to the department.

**Specific Responsibilities:**

* The general health of all students, including routine checks, weighing etc.
* The nursing care of girls who are admitted to the Health Centre. The Health Centre has 10 beds.
* Conducting a surgery twice a day. Being available at break, lunchtime and after school for ‘drop-in surgeries’.
* Keeping the health records of all students.
* Keeping a daily log book.
* The maintenance of first aid boxes throughout the School and advising the School’s Health and Safety Officers on matters of health as necessary.
* Liaising with parents, the Headmistress, the Director of Pastoral Care and Heads of Years (and when applicable to members of the Physical Education staff) on matters of health.
* Organising immunisation sessions and keeping records thereof.
* Ensuring that the immunisations of those who travel abroad are up-to date.
* Arranging dental, orthodontic and other medical appointments; organising escorts, informing staff, and parents as necessary.
* Organising the regular surgeries that are conducted at the School by the School’s Medical Officers.
* Ordering, stock-keeping and control of medical supplies.
* Giving instruction on health matters, including first aid and emergency procedures, to staff.
* When on-call and phoned being accessible immediately. The Health Centre is committed to a seven minute response time to attend an incident anywhere on site.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Be qualified: RN Child Branch or RGN with child experience or RSCN.
* Have good communication and interpersonal skills and the capability to mix easily and work with all grades and manner of staff, parents and pupils.
* Have good oral skills and a sound command of written English.
* Good ICT Skills.
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| **Personal Behaviours** |  |
| * Be self-motivated, enthusiastic and committed to supporting the School fully in this responsible position.
* Contribute to the maintenance of a positive and supportive work culture; being prepared to assist colleagues during peak workload periods and to cover other appropriate duties on an occasional basis as reasonably required by the Headmistress.
* Be a person of integrity and initiative who is able to think ahead, prioritise and work accurately and flexibly without undue direction to deliver her outputs.
* The bank nurse will supply her own uniform. This will be either a nurse’s dress or nurse’s tunic & trousers and will be worn Monday-Friday during the working day (0730-1700).
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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