# Shield only - full colour

# SCHOOL NURSE

# JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB PURSPOSE**

The School Nurse will deliver a high standard of first aid and nursing care within the school, acting at all times in a professional manner, to promote health and wellbeing to students. The School Nurse will provide first aid, offer advice using sound clinical judgement and support students with health care plans.

**KEY DUTIES**

● To work with the Safeguarding Officer in line with cross-school health and safety and compliance strategies.

● To work closely with the Safeguarding Officer to ensure best practice guidelines are adhered to in relation to first aid, nursing and medical care.

● To attend regular meetings with the Senior Office Manager/ Safeguarding Officer to agree projects and any budgetary requirements.

● To work with the Safeguarding Manager to evaluate appropriate policies and protocols and to ensure relevant staff understand these procedures.

● To review and maintain procedures for ensuring allergens management is in place from point of admission to departure, and ensure system is applied.

● To develop and maintain systems and processes to ensure a high quality of nursing and medical care for all students.

● To ensure relevant professional codes of conduct are adhered to.

● To keep up to date with relevant professional developments and ensure information is disseminated to staff

● To promote health education across the schools, keep current health initiatives up-to-date and assist with staff training sessions as appropriate.

● To lead in medical meetings

● Undertake other such tasks as may reasonably be assigned by the Senior Leadership Team

**KNOWLEDGE AND SKILLS**

* Excellent IT skills.
* Able to work well independently and as part of a team.
* Working knowledge of safeguarding legislation.
* Exceptional organisational skills.
* Enthusiastic and energetic with excellent communication and people skills.
* Committed to improving standards.
* Flexible and adaptable approach.
* Ability to actively record, document and share knowledge.
* The ability to work flexibly and pro-actively as occasions demand.

**SPECIFIC DUTIES**

Managing the Health Care provision of students with known medical needs.

Managing first aid provision including stock take. Ensuring that students (and occasionally staff) are seen promptly and any further treatment is identified. Administering first aid and care of students referred by staff or self referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc and accurately recording all visits.

To be responsible for writing and reviewing medical healthcare plans for students with more complex health needs, and sharing these appropriately

Supporting students with physical health and emotional wellbeing.

Organising regular medical checks and School Health immunisations programmes.

Being available to staff leading school trips to offer advice and information regarding individual students and medication.

Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for trips.

**SUPPORT FOR THE SCHOOL**

* Contribute to the overall ethos of the school in order to ensure an environment which is calm, purposeful and happy
* Participate in training and other learning activities as required
* Always maintain data protection and confidentiality
* Ensure an up-to-date knowledge of school policies and procedures, always upholding them
* The school has a dress code which must be adhered to as a condition of appointment
* Provide training and support on safeguarding software for school staff
* To play a full part in the life of the school community, to support its distinctive ethos and mission and to encourage staff and students to follow this example
* To contribute to the overall ethos of the school in order to ensure an environment which is calm, purposeful and happy

***Saltley Academy is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment.*** *All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with school policy and current legislation.*

**OTHER DUTIES**

Any other reasonable duties as requested by the Headteacher.

**PERSON SPECIFICATION**

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| --- | --- | --- |
| ESSENTIAL | DESIRABLE | EVIDENCE |
| COMMITMENT  A clear recognition of and commitment to all our aims as a high performing school  Smart business dress is essential. The school has a dress code.  A clear understanding of how to handle sensitive and confidential information  Uphold the highest levels of professionalism | Evidence of the commitment to education | Application Form  Interviews |
| QUALIFICATIONS  Ideally a professional Nursing qualification resulting in  the applicant being a Registered Nurse on the NMC register, or with relevant nursing experience that would be appropriate to supporting a school environment.  A good basic level of education with at least 5 GCSEs at A\*-C including English and Mathematics. | Evidence of an interest in continued training | Application Form |
| EXPERIENCE  Evidence of successfully working as part of a team.  Ability to work accurately and to specific timescales.  Ability to use Microsoft Office products including Excel and Word.  Ability to work with a minimum of supervision | Experience of working in a medical environment  Experience of working in a school environment  Experience of working with ARBOR or alternative school MIS system | Interviews  References  Application Form |
| STAFF DEVELOPMENT  An understanding of the importance of training  A proven desire to improve, with recent evidence of certified professional development  Understanding of school safeguarding obligations | Evidence of further training and / or qualifications. | Application form  Interviews |
| RELATIONSHIPS  An ability to work with children and young people  Good listening skills, the ability to communicate effectively and to work as part of a team with staff, students, parents, carers and members of the local community  Willingness to work flexibly. |  | References  Interviews  Letter of application |
| CONTRA INDICATION  Criminal convictions involving offences against children.  Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow applicants who work with children to withhold information about any convictions, cautions, warnings, reprimands or bind-overs. |  |  |

**Signed ……………………………………………….**

**Dated ………………………………………………..**