



## School Nurse

### Job Description and Person Specification

**Job Title:** School Nurse

**Work Location:** Park and Hill Site

**Reports To:** Executive Headteacher/Headteacher/Governing Body

**Grade:** Scale 4 to PO2 (depending on qualification and experience)

**Salary Range:** £27,357 - £40,614 (FTE) pro-rata

**Hours:** 35 hours per week, term time only (including inset days)

**Leads & Manages:** No line management responsibilities

#### Job Purpose

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

#### Main Responsibilities

- To provide first aid and emergency care and treatment as necessary to pupils and staff.
- Monitoring pupils with Diabetes and their care plan.
- Primary responsibility is to provide first aid and emergency care and treatment as necessary to pupils and employees of the school.
- Liaising with the relevant pastoral teams over specific pupils.
- Supporting the safe and effective management of injuries within school.
- Maintaining and updating medical records accurately, confidentially and safely in accordance with the NMC code of conduct, on the school system.
- Working with the Compliance Manager to ensure all medical policies and associated documentation is up-to-date.
- Ensuring accident reports are completed and recorded appropriately.
- Arranging transport, and, if necessary, accompanying patients to hospital.
- Ensuring first aid kits and first aid rooms around the school are monitored and restocked. Supplying first aid kits for trips when necessary.
- Dispensing and storing medicines safely.
- Guiding and training staff and pupils on medical matters and processes as required.
- Liaising with relevant members of staff on issues which arise through the care of pupils.
- Managing the medical budget.
- Delivering appropriate training to staff and pupils as required and assisting with any other duties to ensure the smooth running of the school.



### **Main Duties**

- To work with the School Business Manager in line with cross-school health and safety and compliance strategies.
- To work closely with the School Business Manager to ensure best practice guidelines are adhered to in relation to nursing and medical care.
- To attend regular meetings with the School Business Manager to agree projects and any budgetary requirements.
- To work with the School Business Manager to evaluate appropriate policies and protocols and to ensure relevant staff understand these procedures.
- To work with the School Business Manager and IT on the implementation of new digital solutions to support accident reporting and medication management.
- To review and maintain procedures for ensuring allergens management is in place from point of admission to departure, and ensure system is applied at all schools
- To develop and maintain systems and processes to ensure a high quality of nursing and medical care for all pupils.
- 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
- To arrange First Aid training for staff and maintain training records across the Schools
- To hold and manage the medical budget across all School
- Undertake other such tasks as may reasonably be assigned by the Senior Leadership Team

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>A registered general, paediatric or mental health nurse (RN Child or Adult) currently on the NMC register with post registration experience</li> <li>A first aid certificate at work will be required, training can be arranged if necessary</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>Paediatric First Aid and MHFA</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding procedures and legislation (KCSIE)</li> <li>Awareness of current public health services and legislation</li> <li>Ability to demonstrate an understanding of school protocols and policies and full acceptance of the need for compliance</li> <li>Knowledge of medical confidentiality and GDPR requirements</li> <li>Ability to work independently without medical back up on site</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>Working within a school environment.</li> <li>Minor injuries unit or practice nursing</li> <li>Understanding of Child &amp; Adolescent Mental Health issues and services</li> <li>Management and control of budgets</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal.</li> <li>The ability to work independently as well as part of a team with a 'can do' attitude</li> <li>Strong IT skills</li> <li>Experience of working with children of all ages and a demonstrable commitment to the safety and welfare of children</li> <li>Experience in use and training of AEDs</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>Experience in providing training to non-clinical staff</li> </ul>



## HILLYFIELD ACADEMY

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Friendly, sympathetic and supportive personality</li><li>• Confident &amp; calm when dealing with a range of accidents, issues and first aid matters</li><li>• A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and complete respect for confidentiality</li><li>• Meticulous attention to detail</li><li>• An understanding of first-class customer service</li><li>• The ability to demonstrate high standards and expectations</li><li>• A commitment to getting involved in the life of the Schools</li></ul>
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### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**