



JOB DESCRIPTION

SCHOOL NURSE - PART TIME

Hours – 21 hours per week over 2.5 days

RESPONSIBLE TO: Deputy Head Pastoral, Designated Safeguarding Lead

Purpose and Key Roles

To provide a comprehensive, confidential and accurate medical health service to support the School. To understand and ensure full implementation of school policies and procedures, in particular relating to Child Protection, Health & Safety and Welfare, Safer Recruitment, Admissions and Security. Establish priorities, work independently and work without direct supervision on all routine matters.

Key Responsibilities and Tasks

- Day to day responsibility for school nursing and appropriate health advice.
- Appropriate involvement with pupil records re health issues on entrance to School.
- Ensure Individual health care plans are in place for pupils and that they are reviewed, updated, and communicated to the relevant parties
- Administer first aid as required to sick or injured pupils, informing parents and reporting any serious accidents in line with the First Aid Policy.
- Provision of medical care to staff, pupils and anyone else lawfully on school premises at the time.
- Liaison with parents re health concerns and related issues.
- Dissemination of relevant information to appropriate people.
- Liaison with external agencies e.g. community school nurses, NHS immunisation team, CAMHS (Child and Adolescent Mental Health Service) teams.
- Timetabling and co-ordination of student counselling session.
- Regular meetings with the School Counsellor and Head of Student Support
- Training of staff or organisation of appropriate training re medical conditions.
- Liaison with PSHEE Co-ordinator re planning and delivering health promotion activities to complement the PSHEE programme and delivering aspects of the PSHEE programme in the classroom if required.
- Oversee all school health policies and programmes and provide expertise and oversight of school health services.
- The formulation of relevant policies.
- Undertake the responsibilities of the First Aid Officer as detailed in the First Aid Policy.
- Completing SIMS record with full details of medical advice, treatment and consultations.

- Maintain up to date files on all pupils with on-going medical needs, communicating relevant information with staff, parents and healthcare professionals as required. SIMS database – Maintain and update records of all pupils’ medical details in SIMS including the medical form.
- Ordering appropriate medical and first aid supplies within the agreed budget.
- Reporting on accidents and logging these on a regular basis on the electronic database and escalating as required.
- Co-ordinate with the Heads of School, Deputy Heads and Heads of Year in all pastoral matters.
- Participation at regular student inclusion meetings.
- Maintain the medical room properly ensuring it is hygienic and is suitably equipped for serving the needs of pupils and staff. Ensuring sufficient supplies of first aid equipment and first aid kits.
- Responsible for the on-site First Aid kits and providing First Aid kits for off-site activities and trips.
- Responsible for medication administration policies and procedures and keeping medical supplies up to date (epipens, inhalers etc).
- Attending briefings and staff meetings when required.
- Provide medical and dietary details of pupils to trip leaders and prepare emergency contact information and critical incident checklist and distribute appropriate as directed.
- Establish priorities, work independently and at times without direct supervision on routine matters.
- And any other reasonable task that might be appropriately assigned to this post-holder.

Skills required:

- The ability to support children who are unwell and understand the importance of physical and mental wellbeing for pupils.
- Excellent IT skills. Knowledge of SIMS would be an advantage.
- The ability to manage the different priorities of our various stakeholders.
- The ability to work effectively and support a high performing team.
- Be comfortable in developing, implementing and managing medical processes.
- The ability to make decisions based on analysis, interpretation and understanding of relevant data and information.
- Able to communicate effectively, orally and in writing to a range of audiences.
- The ability to plan and prioritise work in a pressured and high expectation environment.
- The ability to use initiative and work alone without direction.

Knowledge and Experience:

- RGN/RSCN preferred but other nursing qualifications will be considered.
- Experience of working in an education environment preferred.
- Excellent communication skills, empathy, team player.
- Experience of First Aid work in a busy environment.
- A current, relevant First Aid Certificate or willingness to train.
- A current, relevant Mental Health First Aid Qualification or willingness to train.
- A good knowledge and understanding of IT processes.

Other Considerations:

- Knowing the school regulations and Health & Safety Policy and being aware of and implementing the school rules and school policies, and particularly the safeguarding of children.
- Co-operating with Radnor House Sevenoaks in all matters concerning Health & Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by your line manager.
- To contribute to the extra-curricular life of Radnor House Sevenoaks.

Hours of work

- The hours of work will be part time (2.5 days per week)
- 12pm-5pm Wednesdays and 8am to 5pm (with a one-hour unpaid break) on Thursdays and Fridays
- Term Time only which includes inset days (36 weeks) + 10 days outside of term time
- Fixed Term Contract (with the possibility of becoming permanent) for one year

Salary and Benefits

- Salary is competitive and will be linked to relevant skills and experience required to meet the needs of the role.
- Contributory Pension Scheme
- Life Assurance
- On site parking
- Bike to work scheme
- School lunches.

The above statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.