



Job Description - School Nurse Maternity Cover

The School Nurses work alongside the Healthcare Manager and three visiting doctors, as well as liaising closely with boarding house staff. The Health Centre provides 24-hour cover, with seven inpatient beds. The nurse must be willing to work a variety of shifts: early and late shifts, weekend cover, and at least one night per week.

Aim: To provide a welcoming and safe environment whilst providing a professional health service for girls and the school community.

Hours: An average of 24.5 hours per week, on a flexible rota to include at least 1 night a week, term time only.

Reports to: The Healthcare Manager

Areas of Responsibility:

Pupils & Staff

- Respond to individual girls who visit the Health Centre.
- Liaise closely with parents, Housemistresses and Pastoral assistants, ensuring the Health Centre has an accurate record of each girl's medical history and needs.
- Attend accidents on site in the school as required, including pitch side cover for home sporting events.
- Assist the Healthcare Manager to ensure health checks are organised for all new girls.
- Assist the Healthcare Manager to inform staff as necessary of any special medical needs of any girl, especially allergies, and ensure that photographs of girls with severe allergies/conditions are distributed in key areas around the school.
- Assist the Healthcare Manager to manage medical emergencies, including epidemics, effectively, liaising closely with all relevant staff and ensuring appropriate treatment for those affected.
- Ensure privacy and confidentiality to pupils and staff when consulting Health Centre staff.
- Provide support and reassurance for House staff and recognise that the Health Centre can support an isolated member of House staff by looking after a girl who might otherwise remain in the House where necessary.
- Being the "Named Nurse" for one or more boarding house.
- Visit house dispensaries, where requested by the Healthcare Manager, advising Pastoral assistants (and Housemistresses as appropriate) about medical welfare issues, including safe administration and storage of medication.
- Participate in whole staff INSET training if required e.g. Demonstrating the use of epipens, administration of medication and emergency procedures.

Administration

- Keep records, both hard copy and electronically, up to date and readily accessible including the Girls' Health record card, addresses and contact number of parents, medical reports/ letters, doctors' notes, vaccinations, telephone call log, Health Centre attendance and record of all medication given.

General

- To take an active part in the induction of all new staff and girls, explaining the role of the Health Centre.
- Order, keep and issue all medicines as required
- Actively promote health and safety issues within the School including supporting House staff as they are often in the first line for girls seeking medical advice.
- Assist to arrange and prepare the doctors' surgeries, triaging as appropriate.

Person Specification

Specialist Knowledge and Experience

- The post holder must be a RGN, RN (child), RM and must ensure that registration with the NMC is current.
- Previous experience with children is desirable, as is experience of working in a school setting, but not essential as full training will be given.
- Previous experience of dealing with teenagers with mental health issues is desirable.
- Good IT skills. Confident user of Microsoft Word, Excel and Outlook.

Interpersonal Sensitivity

- Interacts with others in a sensitive and effective way.
- Proven ability to develop effective and supportive relationships with colleagues, both internal and external, in terms of social interaction and positive support with team workload.
- Able to build rapport easily, especially with young people.
- Flexibility with a good sense of humour
- Be able to work independently

Communication

- Proven ability to communicate effectively, both verbally and in writing, adapting style to suit the audience and situation.
- Able to maintain strict confidentiality.

Organisation

- Ability to organise time effectively, prioritising workload and adapting to the changing needs of a busy department.

Resilience

- Proven ability to remain calm and self-controlled under pressure and to keep difficulties in perspective. Willingly tackles demanding tasks.

Special Conditions.

Post holder will be subject to an enhanced criminal records check.

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.