

## School Nurse Job Description

Starting January 2022 or earlier

### About St Gabriel's

We are proud that a St Gabriel's education allows our pupils, from nursery, through Junior and Senior School, to the Sixth Form to move seamlessly on to the next stage of their education with a lifelong intellectual curiosity, the ability to question and challenge and a confidence and belief in their ability.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey.



Providing an exceptional educational experience for children of families within and surrounding the Newbury area has always been our focus. In the last decade, we have successfully established Sandleford Nursery and extended the co-educational offering of our Junior School to Year 6. We are therefore, both delighted and proud to extend our co-educational offering to the Senior School.

**Role purpose:** The School Nurse takes an active part in school life and is responsible for the efficient operation of the Medical room, ensuring that pupils, staff and visitors to the school are provided with professional and compassionate medical care and first aid.

Liaising with the Principal and senior management, the School Nurse takes a pro-active role in the School's response to public health matters such as Covid-19. This includes providing advice, drafting communications, updating relevant medical policies and protocols as required in line with government guidelines and related school policy documents.

Pastoral care of pupils is another key area of responsibility. The School Nurse provides a kind, listening, holistic service to all pupils, respecting individuality and confidentiality.

**Reporting to:** Vice Principal

**Hours of work:** Core hours are 8.30-4.15 Monday to Friday during term time only.

### The Medical Room

The Medical room contains an office/treatment room, a 2 bedded sick bay plus a toilet and shower facility. It is staffed Monday to Friday by the School Nurse with a first aider providing cover over lunchtime.

### Commitment to Safeguarding and Child Protection

We take the safeguarding and welfare of all children extremely seriously. Therefore at all times the School Nurse will:-

- Safeguard the children's wellbeing and maintain trust in the school

- Provide a safe environment
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm
- Promptly raise concerns to the School's Designated Safeguarding Lead (DSL) and work with other services as needed
- Attend safeguarding training and other related training as required

### **Promoting the Health, Safety and Wellbeing of Pupils and Staff**

At all times the School Nurse will:

- Maintain awareness of, and comply with the School's Health & Safety policy.
- Where appropriate, conduct and document risk assessments in his/her area of responsibility
- Work closely with other members of staff to facilitate excellent pastoral care, including close liaison with Heads of School and School Counsellor.
- Stay on top of Public Health matters and liaise with the School Executive
- Liaise with members of staff who are identified as clinically (extremely) vulnerable to Covid-19 and produce an individual risk assessment.

### **Key Responsibilities:**

- Day to day responsibility for running the medical centre and the services provided for all pupils, staff and visitors.
- Planning, organising and monitoring the provision of health care across the School
- Support of first aiders to ensure adequate levels of care are provided
- Writing policies, procedures, individual pupil care plans and welfare plans and ensuring these are kept up to date
- Ensuring his/her own nursing practices comply with the professional Code of Conduct
- Ensure they revalidate every three years and remain on the NMC register with a valid PIN number
- Participating in relevant CPD to ensure that treatment, advice and information are current, evidence based and in line with current legislation
- Keeping up to date with health promotion initiatives
- Ensuring children follow a safe return to normal activity following concussion
- Keeping a register of pupil specific medical needs and maintaining school medical records.
- Administer medicines as necessary.
- Maintain sufficient levels of medical supplies and drugs.
- Managing the security and control of drugs and medicines, maintaining a clear audit trail.
- Provide pupils and staff with first aid in emergencies and as a result of an accident or incident on the premises.
- Communicate with parents as and when appropriate.
- With Head of HR manage and implement a rolling programme of first aid training to ensure staff have first aid skills as appropriate to their role.
- Manage childhood immunisations as required.
- Maintain such records and statistics as are required.
- Gather appropriate medical information and maintain necessary records and statistics. Passing these to the Bursar for review at Governors meetings.
- Work alongside the catering and pastoral teams as appropriate.
- Complete all relevant forms following accidents.
- Deal with bodily fluids in accordance with School policy.
- Maintain professional competence by attending courses and keeping knowledge up to date on areas such as chronic diseases and childhood ailments.

- Provide teaching staff with pupil based medical information prior to school trips and outings.
- Ensure the maintenance of all first aid kits on site and in School vehicles, checking these on a termly basis.
- Ensure that the School's medical protocol is adhered to at all times.
- Attend meetings as required by the Principal, Vice-Principal, Bursar, and Heads of School.
- In liaison with Heads of School participate in PSHE lessons on subjects such as puberty, sexual Health, breast examination and leading a healthy lifestyle.
- Implement the provisions of the School's Child Protection policy.
- Attend school open days, outings and events as required, eg. School bonfire night.
- Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required by the Executive
- Ensuring confidentiality and integrity at all times, on all school matters.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons with whom he/she comes into contact and will adhere to and ensure compliance with the School's Child Protection (Safeguarding) Policy and Safeguarding Guidance 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 of the school, s/he must report any concerns to the School's Designated Safeguarding Lead or the Principal.



### **Salary & benefits**

- Salary range actual £20,510 - £24,905 pa (full time equivalent £28,000 - £34,000pa)
- Generous contributory pension scheme
- Group life assurance
- Free on-site parking
- Free meals during term time
- Staff discount on nursery and school fees

### **Person Specification**

<b>Qualifications</b>	<b>Essential/Desirable</b>
Qualified Nursing Associate or Healthcare Assistant with extensive experience	Essential
Registered Nurse	Desirable
First Aid at work certificate or Paediatric First Aid 12 hour course	Desirable
Evidence of commitment to continuous professional development	Essential

<b>Experience and Knowledge</b>	
Previous experience of school nursing	Desirable
Previous experience of working with children	Essential
Knowledge of safeguarding issues	Essential
Knowledge and awareness of children's health issues	Essential

<b>Skills and Competencies</b>	
Empathy and understanding of the emotional needs of children	Essential
Assertiveness in promoting and advocating the health and well-being needs of pupils	Essential

Ability to communicate both verbally and in writing, clearly and effectively	Essential
Highly practical with common sense and initiative	Essential
Highly organised	Essential
Ability to prioritise and manage changing workloads and situations and work under pressure	Essential
Good IT skills	Essential
Ability to work on own initiative and as part of a team	Essential

### **Other**

Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential
Flexible approach to duties and working hours	Essential
Stamina and a good level of health and fitness	Essential
Self-motivated, confident, committed and enthusiastic	Essential
Friendly, cheerful and polite manner with a good sense of humour	Essential
Ability to work with discretion and maintain confidentiality on all school matters	Essential
Committed to self-development and willing to attend appropriate professional development opportunities	Essential

### **To apply**

Please apply by completing a St Gabriel's Confidential Application Form available on the school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk) or from Angela Morris, Human Resources 01635 555694. Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Angela Morris, St. Gabriel's, Sandford Priory, Newbury, Berkshire RG20 9BD.