



Hurtwood House

Job Description: SCHOOL NURSE

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role:</p>	<p>The School Nurse position is best suited to someone from a medical background keen to use their experiences in a school environment. You will join a team of health practitioners who complement the school pastoral staff in ensuring that all student wellbeing and health requirements are fully met. The School Nurse will have sound subject knowledge, excellent interpersonal, organisational and communication skills, an ability to build positive relationships with students and colleagues and an appreciation of the ethos and aims of the School.</p> <p>The team are based in the School Health Centre and currently comprise three full and part-time staff, along with a range of visiting medical professionals. The School Nurse will report to the Senior School Nurse and to the Deputy Head (Students) on all health related matters. The team are responsible for the implementation of all school medical policies and compliance with the relevant National Minimum Standards.</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none">• Promote and safeguard the welfare of students for whom you are responsible and with whom you come into contact• Attend to students taken ill during the school day• Administer 'over the counter' medications as per school guidelines• Administer First Aid as appropriate and as per school guidelines• Ensure the security, delivery and safe keeping of controlled medicines• Arrange hospital, optical and dental appointments and co-ordinate the transportation of students to appointments• Transport students to GP surgery when necessary• Transport students to hospital when necessary• Maintain nursing records of any treatment or medication given to students• Electronically maintain information as required• Assist with registration of all new students at the school's NHS surgery• Assist with the GP surgeries when required• Assist with medical checks on all new students• Maintain the school accident book• Collect student prescriptions from the pharmacy for distribution• Help re-stock first aid kits for boarding houses, fixtures or trips and visits as necessary• Assist with the administration of the school's random drug testing regime• Communicate with all members of the health care team, Housemasters, SMT and external professional agencies• Communicate with parents and guardians as necessary• Provide out of hours advice to House staff according to the annual rota• Prepare and review Health Centre policies ensuring compliance with regulatory requirements• Maintain high standards of cleanliness within the Health Centre, including laundry and other student facilities• Carry out general duties and responsibilities as deemed reasonable by the SMT



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Person Specification: SCHOOL NURSE

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	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications:	Registered Nurse status with valid NMC PIN number. First Aid at Work qualification	Qualifications – vocational or otherwise – in relevant areas of medical and pastoral care.	Production of the applicant's certificates.
Experience:	Experience within a comparable role. Experience of working with young people from a variety of backgrounds	Experience with a boarding school environment Experience of training colleagues or students in medical and PHSEE matters.	Contents of the application form. Interview. Professional references.
Skills:	Effective communication skills with students, staff and parents. Strong written English and good ICT skills. Proven organisational skills. The ability to show initiative within the framework of a strong and supportive team. A clean driving licence.	Ability to deliver emergency aid training effectively to staff and students. IT literacy. A D1 minibus licence or a willingness to obtain one.	Contents of the application form. Interview. Professional references. Production of the applicant's certificates/licence.
Knowledge:	Familiarity with child protection requirements and issues arising. A sensitivity towards the diverse needs of students from different cultural backgrounds.	Familiarity with Microsoft Office. An awareness of the statutory requirements of Health and Safety.	Contents of the application form. Interview. Professional references.
Personal competencies and qualities:	The motivation to work with children and young people. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. The ability to work in a team environment and under pressure. Stamina and good health.	A good sense of humour. A calm demeanour. A perceptive understanding of teenagers and their 'needs' and 'expectations'. An even handed approach in all matters.	Contents of the application form. Interview. Professional references.