



### Job Description

<b>Role:</b>	School Nurse (full -time or part-time)
<b>Reporting to:</b>	Deputy Head (Pastoral)
<b>Hours:</b>	Ideally 3 days a week circa 08:30 – 17:15 hours with possibly some flexibility in start/finish time (with 30 minutes for lunch break) Term time only

The Health Centre Team is part of a wider pastoral and First Aid team whose aim is to promote the physical health and emotional wellbeing of the girls. The Health Centre is open from 08.30 – 17.00 during the school day and is a welcoming space offering medical support for girls and staff.

This support, in conjunction with the wider pastoral team, is designed to meet a wide range of day to day needs, as any medical centre would in the wider world. From meeting the physical needs of some pupils and the administration of first aid, to guiding pupils who might need psychological support, the role is a varied but vital one in our whole school community.

Role will include but will not be limited to the following duties:

#### Medical and First Aid

- Managing the Health Centre team (3 people) as well as managing the Junior School Health Care provision including appraisals, training, budget and stock take
- Ensuring that girls and staff are seen promptly and any further treatment is identified. Administering first aid and care of girls referred by staff or self referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc and accurately recording all visits.
- To be responsible for writing and reviewing medical healthcare plans for girls with more complex health needs, and sharing these appropriately
- To be responsible for writing, reviewing and updating all health centre related school policies.
- Advising girls and staff on medical issues and girls'/adolescent physical health and emotional wellbeing.
- Organising the in house regular medical checks and School Health immunisations programmes.
- Being available to staff leading school trips to offer advice and information regarding individual girls and medication.
- Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for trips.
- Providing basic First Aid knowledge to staff at start of academic year and informing staff of procedures if faced with medical emergency such as the more serious medical conditions they may encounter.



### **Day to Day and long-term efficiency of the Health Centre**

- Maintenance of the Health Centre and Junior School First Aid room as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff.
- To provide appropriate and time-specific health and wellbeing information to the girls' needs via the Health Centre
- Having an overview of the use of the Health Centre and spotting patterns or trends with individual girls or groups in conjunction with the Deputy Head Pastoral.
- Updating the Medical Handbook and keeping girls' medical supplies up to date (epipens, inhalers etc).

### **Communication and record keeping**

- To ensure effective information sharing and handover with the Health Centre team
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaise with the relevant member of staff (Form Tutor, Section Head, and Pastoral Deputy Head) on issues which arise through the care of girls in the Health Centre.
- Attend weekly staff briefing every Wednesday at 8.25 and other relevant staff meetings as directed.
- Meet weekly with the Deputy Head (Pastoral)
- Liaise with school Dr where necessary.
- Completion of accident reports as required, passing them to the Headmistress' PA.
- Updating medical records on the school database and liaising with parents as necessary if further information is needed.
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon.
- Liaising with the local GP on medical matters and in order to keep protocols up to date.
- Ensuring that while medical and personal confidentiality is respected the school observes a "joined up" approach in the care of the girls.

### **Pastoral Support**

- To be a listening ear and one of the firsts "ports of call" on the pastoral team. Knowing when to pass on concerns to the appropriate person.
- To be involved in the health education of the girls and, at times, to help deliver PSHCE or form time to discuss medical or emotional issues with girls.

### **Skills and Training:**

- To ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training
- To be willing to complete Level 3 Child Protection training and any other training relevant to the school setting
- The ability to prioritise and manage situations under pressure
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.



- Competent IT skills, including use of word processing, spreadsheets and databases.
- Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Health Centre or the school office.

**Attributes:**

- Tact and absolute discretion in dealing with all matters.
- Independence but with the ability to work as part of a wider team of support staff and pastoral staff.
- Loyalty, energy, articulacy and diplomacy.
- Flexibility in approach to people and to working arrangements.
- A professional, adaptable and proactive attitude.
- Able to respond calmly, quickly and willingly to urgent and unexpected requests.
- Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies.
- Appreciation of and sympathy for the objectives of an independent school.