



Post:	SCHOOL NURSE
Reporting to:	Support Services Manager and Director of Finance and Corporate Services
Duration	Permanent
Hours:	Full-time 36 hours per week, Term-time with an additional two weeks in the summer
Salary:	NJC 20–22 £32,597 – £33,699 p.a. pro rata

KEY DUTIES & RESPONSIBILITIES

STUDENT CARE

- Provide daily care to pupils, manage and lead the medical room.
- Administer over-the-counter medication and any specified prescribed treatments, in accordance with school protocols, procedures and with parental consent and instruction.
- Manage and support with medical emergencies on school premises.
- Administer appropriate First Aid to pupils and staff.
- If deemed necessary, arrange for unwell pupils to go home, liaising with parents and carers to ensure prompt collection.
- Work in partnership with staff, pupils and parents in identifying physical and mental health issues, ensuring referral and liaison with other agencies where appropriate.
- Support staff taking pupils with medical issues on trips by providing advice on risk assessments and coordination of first aid kits and medication where required.
- Lead the organisation and management of immunisation sessions in school, liaising with Child Health and NHS School Nurses when necessary.
- Train and support staff regarding the care of identified pupils with medical needs.
- Respond to any child protection issues promptly ensuring that the School Safeguarding and Child Protection policy is followed.
- Liaise with the Designated Teacher on notes of concern in relation to physical health and wellbeing.
- Contribute to the coordination of specific support for pupils experiencing emotional health and wellbeing difficulties, alongside members of the safeguarding team.
- Contribute to the school's Personal Development and Pastoral programmes, alongside other initiatives in relation to health, wellbeing, RSE, substance abuse and disease prevention.
- Lead 1-1 / group interventions with students as required.

ADMINISTRATION

- Ensure the effective management of school health and medical records by:
 - Ensuring the school's management information system and medical tracker, is meticulously maintained, accurate, up to date and in accordance with data protection requirements.
 - Ensuring the ongoing development, sharing and review of healthcare plans for pupils who require them.
 - Ensuring all relevant information is obtained for new students, with healthcare plans in place if required, prior to their start date.
 - Ensuring an annual overview of pupil medical details, parental consent etc via online forms to maintain up to date records.
 - Ensuring appropriate stocks of medication and medical supplies are maintained and stored safely; ensuring that they are in date, and all dispensed medicines are recorded appropriately and disposed of safely.
 - Managing AED devices in accordance with DE Guidance including routine checks and maintenance
 - Ensure health promotion materials are displayed in an appropriate and timely fashion.
 - Ensure a clean and safe environment is always maintained.
- Organise First Aid and medical training for staff as required.
- Maintain an accurate record of staff who have specific medical training and communicate this school wide.
- Ensure relevant Medical, First Aid and Emergency policies and procedures are developed and implemented effectively.

GENERAL

- Report on any Health and Safety matters termly, i.e. accidents and health safety issues which have impacted pupil wellbeing in the school.
- Ensure personal continued professional development is maintained and built upon, by attending relevant training courses, seminars and conferences relating to health matters.
- Monitor and respond to public health concerns and advise the Senior Leadership Team and Board of Governors on such matters.
- Report on key trends identified in relation to pupil health and wellbeing and support the Senior Leadership Team in identifying methods to bring about change / improvement.
- Work alongside key staff to create an emotional health and wellbeing framework for the school.

The job holder will undertake such work as may be determined by the college as required.

This job may be altered from time to time in line with the developing needs of the College.

Personnel Specification

Post: School Nurse

Please ensure that all criteria are referenced clearly in the application form, with relevant examples provided to demonstrate how each criterion has been met.

ESSENTIAL CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) Hold a Bachelor's Degree in Nursing (Regulated Qualifications Framework Level 6) or an equivalent qualification b) Hold current registration with the Nursing and Midwifery Council (NMC) c) Minimum A*-C in GCSE English and Mathematics or equivalent Level 2 qualifications.
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Competent ICT skills, including knowledges and experience of using Microsoft Office packages. b) Evidence of continued professional development and/or relevant training. c) Experience of providing brief interventions/support. d) Experience in planning and active promotion of policies, procedures, and systems. e) Experience of administering First Aid and Medication.
3	PERSONAL QUALITIES/ INTERPERSONAL SKILLS <i>Demonstrate using examples from your own practice</i> a) Strong organisation, planning and co-ordination skills b) Ability to organise and prioritise own workload c) Ability to lead staff training and pupil/parent workshops d) Ability to interact positively with colleagues, students, and parents e) Ability to liaise professionally with external agencies f) Excellent punctuality and attendance record
4	KNOWLEDGE <i>Demonstrate using examples from your own practice</i> a) Up to date understanding of specialist support services available to young people and ability to liaise with such services. b) An understanding of potential barriers to health and wellbeing as well as current and relevant health and wellbeing practises.

DESIRABLE CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) Further relevant qualifications, for example counselling, safeguarding, health and safety etc.
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Experience of working with young people aged 11-19 in supporting health and wellbeing. b) Experience of working in the education sector. c) Two years' post registration experience.
*Please note that criteria may need to be enhanced to facilitate the shortlisting process *Hazelwood Integrated College has the right to rescind this appointment before start date	

