

## **JOB DESCRIPTION**

### **SCHOOL NURSE**

<b>Reports to:</b>	Senior Nurse and Health Centre Manager
<b>Responsible to:</b>	Deputy Head Welfare
<b>Contract:</b>	Permanent
<b>Working weeks:</b>	Term-time only or up to a maximum of 34 working weeks per year, whichever is longer in line with the annually produced calendar for the Health Centre team.
<b>Salary:</b>	In line with Band Six of the NHS Agenda for Change (pro rata to annualised hours over 39.6 weeks, which is 34 term weeks plus 5.6 weeks holidays).
<b>Contracted hours:</b>	Annualised hours. Working hours are presented on a weekly average (from 26 hours to 44 hours per week) amended from time to time in line with the demands of the School and the role.
<b>Shift patterns:</b>	Typically, a 'Long day', a 'Night shift' <b>plus</b> 'Early' and/or 'Late' shifts. The rota is arranged in advance (in line with the Health Centre and the School's needs) and given to staff on a termly basis. It is envisaged however that the 'Early' shift will be used predominantly on Saturdays, while Late shift will be routinely planned Monday to Saturday.

Shift details therefore:

- **Long day**      7.30am until 8pm      1 x Nurse (12 hours + 30-minute unpaid)
- **Night shift**      7.30pm until 8am      1 x Nurse (12 hours + 30-minute unpaid break assuming 6 hours waking/6 hours sleeping shift as standard)

#### **PLUS**

- **Early shift**      7.30am until 4pm      1 x Nurse (8 hours + 30-minute unpaid break)
- **Late shift**      12pm until 8.30pm      1 x Nurse (8 hours + 30-minute unpaid break)

On Saturdays in the Autumn Term, it is envisaged to have 4 Nurses working on the following basis – Long day + 2 Late shifts + 1 Early shift.

## **1. Role Purpose**

The School Nurse plays a vital role in promoting the health and well-being of all pupils, including managing daily health concerns, administering first aid, and developing and supporting the delivery of individual health care plans for pupils with chronic conditions. They also liaise between the School, pupils and their parents, and external healthcare providers.

## **2. Principal Accountabilities**

- Provide direct nursing care to pupils (and, if necessary on occasion, staff), including first aid and emergency care.
- Manage and administer medications and treatments in the Health Centre.
- Develop, implement, and monitor individual healthcare plans for pupils.
- Maintain accurate and confidential health records in accordance with school policies and protocols.
- Promote a healthy school environment through the provision of health-related education for pupils and staff.
- Work closely with the Safeguarding Team to ensure that all pupils are supported in a safe, nurturing environment and that any health-related concerns contribute effectively to safeguarding assessments and action plans.
- Support school sports, including fixtures and games, by providing on-site injury assessment, immediate care and follow-up care as needed.
- Work collaboratively with Return2Play and parents to develop and oversee graduated return-to-play plans, ensuring pupils recover safely and return to activity with appropriate medical clearance.
- Work collaboratively with the School Doctor to ensure continuity of care for pupils, including consultation on medical concerns, the development and delivery of care plans for pupils with ongoing health needs, and referring pupils for further medical evaluation when necessary.
- Work as a House Nurse, playing a key pastoral and medical role within the School's boarding houses. This role includes:
  - a) Working with the HM, Matron, and other core team members to support the health care needs of pupils in the house.
  - b) Working with the HM, Matron, and other core team members on the management of medication, including support with protocols and training, compliance, and regular medication audits.
  - c) Building supportive relationships with pupils, parents and colleagues in Houses.
  - d) Delivering health-related education aligned with the School's wellbeing programme.
- Work to develop a Link Nurse specialism to take a lead on supporting pupils with, and educating pupils in relation to, additional health needs (e.g. diabetes, asthma, epilepsy; mental health issues; eating disorders and disordered eating); or to lead on an area of specialisation that benefits the School's overall healthcare provision (e.g. First Aid training, Sexual Health, Smoking Drugs and Alcohol).
- Coordinate the collection and delivery of medications and blood samples to ensure pupils receive timely and appropriate care.

## **Professional**

- Adhere to the Nursing and Midwifery Code of Conduct.

- Exercise professional responsibility by keeping up to date with current relevant literature and best practices.
- Undertake ongoing personal and professional development in line with NMC revalidation requirements.
- Use evidence-based practice to develop and maintain a high quality of nursing care tailored to the needs of pupils.
- Be a proactive team member, contributing to and supporting innovative practices that raise standards of care.
- Maintain strict adherence to confidentiality protocols.
- Participate actively in team meetings by being solution focused.

### **Operational**

- To ensure the effective running of the Health Centre, School Nurses are expected to support the Senior Nurse and Health Centre Manager in:
  - Ensuring the Health Centre is appropriately staffed, fully stocked, and properly equipped to meet the needs of pupils.
  - Overseeing medication management within the Health Centre and boarding houses.
  - Managing first aid kits throughout the School, ensuring they are well-stocked and readily available for use.
  - Organising, providing, and monitoring essential emergency medications across key school locations, including the Dining Hall and Boarding Houses.

### **Clinical**

- Provide a high standard of nursing care to pupils in accordance with NMC guidelines and School policies.
- Treat pupils appropriately with the aim of encouraging their timely return to normal daily activities.
- Manage effective, timely and professional communications with parents/guardians and house teams to keep them updated on the support and treatment being provided to pupils in the Health Centre. This includes communication about offsite medical appointments and arrangements for pupils to be transferred to the care of their parents or guardians.
- Participate in the ongoing monitoring, planning and delivery of pupils' healthcare needs, including conducting health assessments, screening, immunisation programmes in coordination with the School's Immunisation Team, and other health promotion activities.
- Manage communication with parents/guardians regarding consent for treatment and immunisations, ensuring clear and timely information sharing.
- In coordination with trip leaders, organise and ensure that pupils' care plans and medications are known, accessible, and appropriately managed during school trips and offsite activities to safeguard pupils' health and safety.

### **Training, Education, and Awareness**

- Support and, where necessary, educate staff, particularly sports coaches and trip organisers, to help them understand and respond appropriately to pupils' individual health requirements. Raise awareness of medical and health issues among pupils and staff by providing education on these

topics within the boarding houses.

- Deliver education and training as appropriate to Link Nurse specialism.

#### **Other duties**

- This Job Description aims to set out the key responsibilities of the School Nurse. The role may involve further reasonable and relevant additional responsibilities and tasks as determined by the Senior Nurse and Health Centre Manager and/or Deputy Head Welfare.
- This job specification is current at the date shown. It will be reviewed from time to time by the Senior Nurse and Health Centre Manager to ensure that it remains current, and the School reserves the right to make reasonable changes.

### **3. Knowledge, Skills, Experience and Personal Attributes**

#### ***Qualifications and Professional Development***

Registered General Nurse–Adult/Child	Essential
Current NMC registration	Essential
Evidence of ongoing professional development	Essential
Qualification as a Nurse Practitioner, for example in mental health, minor injuries, or accident and emergency	Desirable
Experience and Qualification in Mental Health First Aid	Desirable
Qualification as a First Aid Trainer or Basic Life Support Instructor	Desirable

#### ***Skills***

Ability to work independently without medical back up on site	Essential
Good IT skills including proficiency in Microsoft Office applications such as Word, Excel, PowerPoint and Outlook	Essential
Demonstrates the ability to provide flexibility with rostered shift patterns and consistently works across a range of shifts as required	Essential
Excellent communication and interpersonal skills with the ability to communicate effectively and professionally both verbally and in writing with pupils, parents and colleagues	Essential
Demonstrate sound clinical knowledge and up to date nursing practice with evidence of critical thinking and problem solving	Essential
Able to manage and prioritise own workload	Essential

#### ***Experience***

Experience in one or more of the following areas: Acute or ward-based hospital care, school nursing, Accident & Emergency, Pediatrics, adolescent health, GP Surgery, Community Nursing	Essential
Minimum two years' post-registration experience	Essential

#### ***Personal Attributes***

Commitment to safeguarding children and young people	Essential
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Demonstrate an empathetic, caring, and sensitive approach towards pupils	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential
Commitment to working hard individually and as part of a team	Essential
Medically fit and able to cope with a physically demanding role	Essential
Flexible and willing to rise to the challenges of a varied and sometimes challenging role	Essential
Demonstrate motivation in developing new skills and knowledge. Embrace change and innovation positively and with enthusiasm	Essential
Excellent timekeeping and flexible approach to work	Essential
Discretion and the ability to maintain confidentiality	Essential
Able to participate with rotating shift patterns	Desirable

#### **4. Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

#### **5. Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

#### **6. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

#### **7. Holiday**

You will be required to work throughout the school terms or a maximum of 34 weeks, fulfilling the total annualised hours in line with your contract. The remaining weeks of the year are non-working weeks, of which 5.6 weeks count as paid holiday (pro rata to hours worked if working part-time). Bank holidays which fall in term time may well be working days, for which no time off in lieu or extra

remuneration is applicable.

## **8. Pension**

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward’s School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

## **9. Probationary period**

The appointment is subject to a probationary period of one term.