



**JOB DESCRIPTION**  
**SCHOOL BANK NURSE**

<b>Reports to:</b>	Senior Nurse and Health Centre Manager										
<b>Responsible to:</b>	Deputy Head Welfare										
<b>Contract:</b>	Permanent										
<b>Salary:</b>	£20.87 per hour. Salaries are reviewed annually by the school with any increases effective from 1 <sup>st</sup> September.										
<b>Contracted hours:</b>	This is a casual position, and the number of working hours will vary and will be agreed between you and the Senior Nurse and Health Centre Manager.										
<b>Shift patterns:</b>	The unit is staffed in the shift pattern of:  <table><tr><td><u>Long day</u></td><td>7.30am-8pm  1 x Nurse (12 hours + 30-minute unpaid break)</td></tr><tr><td><u>Night shift</u></td><td>7.30pm-8am  1 x Nurse (12 hours + 30-minute unpaid break assuming 6 hours waking/6 hours sleeping shift as standard)</td></tr><tr><td colspan="2"><b>PLUS:</b></td></tr><tr><td><u>Early shift</u></td><td>7.30am-4pm  1 x Nurse (8 hours + 30-minute unpaid break)</td></tr><tr><td><u>Late Shift</u></td><td>12pm-8:30pm  1 x Nurse (8 hours + 30-minute unpaid break)</td></tr></table> (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)	<u>Long day</u>	7.30am-8pm  1 x Nurse (12 hours + 30-minute unpaid break)	<u>Night shift</u>	7.30pm-8am  1 x Nurse (12 hours + 30-minute unpaid break assuming 6 hours waking/6 hours sleeping shift as standard)	<b>PLUS:</b>		<u>Early shift</u>	7.30am-4pm  1 x Nurse (8 hours + 30-minute unpaid break)	<u>Late Shift</u>	12pm-8:30pm  1 x Nurse (8 hours + 30-minute unpaid break)
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**1. Role Purpose**

The School Bank Nurse will be part of the School's Nursing Team and will provide a clinically effective, high-quality service to the pupils of the School. The post holder will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the School. The Health Centre is responsible for the medical care (physical and emotional wellbeing) of all pupils on site and offers a service that encompasses 24 hours per day, 7 days a week during term time.

## **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 if required.
- 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.
- 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.

### **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.

## Other Duties

- This Job Description aims to set out the key responsibilities of the School Bank 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
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, Paediatrics, adolescent health, GP Surgery, Community Nursing	Essential
Minimum two years' post-registration experience	Essential

### *Personal attributes*

Commitment to safeguarding children and young people	Essential
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
Excellent timekeeping and flexible approach to work.	Essential
Discretion and the ability to maintain confidentiality	Essential

#### **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 purpose of UK General Data Protection Regulations (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**

Your paid holiday entitlement will be calculated with reference to the statutory minimum figure of 5.6 weeks per annum, pro rata to hours and weeks worked. Holiday pay will be calculated and paid at the end of each school term.

#### **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 ten shifts.