



# PINEWOOD

*Est. 1875*

## JOB SPECIFICATION

### SCHOOL NURSE

**Line Manager:** Headmaster's Wife

**Holiday Entitlement:** Statutory paid holiday per annum to be taken during the School holidays.

**Salary Scale:** Depending on experience and leadership FTE £32,500 - £38,000 per annum (actual salary based on hours worked £20,000 - £23,000 per annum).

**Notice period:** One term

#### **Actual Hours to be worked during term-time:**

27 hours per week during term-time and 32 hours per week during weeks of cover on a Saturday during term-time.

8am – 5pm on a Wednesday, Thursday & Friday

8am – 1pm on every 4<sup>th</sup> Saturday (i.e. alternate “in weekends”, approximately 9 Saturday mornings per year)

#### **Term-time approximately 34 weeks per year.**

Additional hours will also be required to be worked flexibly to cover occasional evenings and additional school events.

In addition to the above attendance is also required:

- o At Staff Inset Training Days at the start of each main term (usually up to 6 days per annum);
- o On the first day that pupils return at the start of each main term (3 days per annum);
- o 3 days for Continued Professional Development per annum;
- o 3 days during the main summer holiday to jointly approve school medical data.

**General description of job:** To provide first aid and medical support to the pupils at Pinewood School. To be jointly responsible for the Surgery, its equipment and materials. To be jointly responsible for general Surgery administration.

**Main Tasks:**

**Medical Cover**

- Assessing the medical needs of any child who attends Surgery and administering medical treatment as appropriate.
- When not on duty, willing to be contacted if advice is needed.
- Correctly reporting and recording of all accidents within the school.
- Stocking of medicines and equipment as necessary for Surgery.
- Managing pupils with acute and chronic illnesses.
- Providing medical cover on the side lines for home team matches and extra school sporting events as required.

**Medication**

- Ensuring correct administration, storage and recording of all medications given.
- Administering prescribed medication (as prescribed with consent).
- Liaising with the boarding team on a daily basis regarding boarders' medication.
- Ensuring medical bags are available for all team matches and trips away from the school premises.
- Liaising with other schools that Pinewood Children visit regarding children's specific medical needs.
- Writing care plans for children when required and updating staff as needed.
- Liaising with parents about children's medication, illnesses and accidents.
- Informing relevant staff regarding children who are unwell or have had accidents.

**Immunisations**

- Liaising with the Local immunisation teams to offer the HPV and flu vaccination programmes to relevant pupils.
- Arranging the vaccination clinics, contacting parents, liaising with staff to arrange a timetable for the pupils and organising the rooms and furniture as required.

**Administration**

- Ensuring systems are in place to cater for pupils with allergies and specific medical conditions.
- Liaising with the Catering staff regarding pupils' allergies and dietary requirements.
- Responsible for ensuring all medical information is directed to correct departments and displayed in the relevant areas.
- Undertaking health checks, maintaining and updating children's health records and detailing all treatment they have received (termly with updates as required).
- Responsible for writing medical protocols and School health policies.
- Responsible for managing the budget allocated for Surgery.
- Ordering and maintaining Surgery medical supplies.
- Liaising with local PCT regarding Pupil Health Screening.

- Reporting RIDDOR for pupils and staff as required.
- Ensuring that weekly boarders, if required, are registered with the local GP at Elm Tree Surgery, and meet with the Doctors as necessary.

#### **Links with Parents**

- Liaison with parents over specific health needs of children, and passing on relevant information and advice to staff.

#### **Sports Matches & Trips**

- Ensuring all Away Trip forms are checked and First Aid bags are prepared, providing a handover to the trip/match taker on collection of the bags.
- Liaising with Residential trip organisers and the nominated First Aider attending the trip regarding the children's specific medical needs.
- Supporting on school residential trips where required, for children with specific medical needs.

#### **Pastoral Care**

- Being available to talk privately and confidentially with any pupils, or staff.
- Reporting any concerns to the Headmaster or the School's appointed Designated Safeguarding Lead and Head of Wellbeing.
- Participation in pastoral care, working with teaching/boarding staff and parents.
- Ensuring communication is kept open with all members of the boarding and teaching staff.

#### **Safeguarding of Children**

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

#### **Sharing Expertise**

- Liaising with staff taking pupils with specific medical needs on trips to ensure that they are capable of giving any medical care needed.
- Working in partnership with the teaching staff to produce and deliver effective health education, including life skills teaching and a PSHE lesson plan programme for years 4-8.
- Organising or delivering training for Pinewood staff in respect of children's medical needs E.g. anaphylaxis and asthma.
- Organising and liaising with the appropriate bodies for First Aid training and Paediatric first aid training for members of staff.
- Organising and supervising pharmacy training for all members of the boarding team and staff attending residential school trips.

#### **Miscellaneous**

- Maintaining NMC professional qualifications by attending regular CPD updates as required by the NMC.
- Ensuring compliance with Independent School Inspectorate Regulation requirements.
- Involvement in child abuse issues, including bullying as required.
- Involvement in health and safety issues as required.
- Attending termly H&S meetings to report on accidents.

**Essential competencies:**

- Qualified Nurse Status: RGN or RN.
- Knowledge and experience of providing medical care for children.
- Excellent written and oral communication skills.
- Basic computer skills.
- A good team player, co-operative and helpful.
- Flexibility to deal with changing priorities.
- The ability to cope calmly and effectively with emergencies when they arrive.
- Patience.

**Desirable competencies:**

- Previous experience working as a nurse within a school environment.
- Experience and / or qualifications in treating sports related injuries.
- Current Paediatric First Aider.

**Employee Benefits include:**

- Support Staff Pension Scheme.
- Free lunch and snacks provided during term-time (as available to the children).
- Complementary coffee and tea during the working day.
- Free car parking on site.
- Cycle 2 Work scheme.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Menopause and Staff Well-Being support groups.