

Job Description

Job Title	School Nurse
Grade	Grade H9, Scale point range - points 28 – 31 Salary range - £32,234 - £34,728 (FTE), Actual - £27,076 - £29,171
Hours and Weeks worked	35 hours/ week, 40 weeks p.a.
Contract type	Permanent
Reports to	Academy Business Manager
Staffing Responsibility	<ul style="list-style-type: none"> ▪ First Aiders

Job Purpose:

- To support the Academy Business Manager in promoting and managing Health and Welfare.
- To provide efficient and effective day to day First Aid support.
- To contribute to the overall ethos, work and aims of the Academy.

The role will include but will not be limited to the following duties:

Welfare and First Aid:

- Promoting and managing the physical health and emotional wellbeing of pupils at the Academy.
- Ensuring that pupils are seen promptly and any further treatment is identified.
- Administering first aid and care to pupils referred to 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 pupils with more complex health needs, and sharing these appropriately.
- To be responsible for writing, reviewing and updating welfare and first aid related school policies.
- Advising pupils on medical issues, pupils' adolescent physical health and emotional wellbeing.
- Organising school health immunisation programmes.
- Being available to staff leading school trips to offer advice and information regarding individual pupils and their medication, and supplying First Aid kits for trips.
- Ensuring First Aid kits around school are monitored and restocked.
- Providing basic First Aid knowledge to staff at the start of the academic year and informing staff of procedures if faced with medical emergency such as the more serious medical conditions they may encounter.
- Ensuring that First Aiders are appropriately trained and appraised.
- Being responsible for the welfare and the first aid budget.

Day to Day and long-term efficiency of Welfare

- Maintenance of the 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 pupils
- Having an overview of welfare across the Academy and spotting patterns or trends with individual pupils or groups in conjunction with the Inclusion Team.
- Updating the medical records, stock book and keeping pupils' medical supplies up to date (epipens, inhalers, etc).
- Carrying out regular stocktakes and replenishing stocks.

Communication and record keeping

- To ensure effective information sharing.
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaising with the relevant member of staff, Form Tutor, Head of Year, Senior Leadership, on issues which arise through the care of pupils in the First Aid Room.
- Attend and participate in support staff meetings and share skills with others
- Completion of accident reports and passing them to Senior Leadership as required
- 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's on medical matters should the need arise 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 pupils.

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 pupils and, at times, to help deliver PSHCE or form time to discuss medical or emotional issues with pupils.

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 any training relevant to the school setting e.g. Level 3 Child Protection.
- To be able 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, spreadsheets and databases.
- Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure staff, pupils and visitors by telephone and personally to the school office.
- Participate in training and development activities and programmes as required.

Attendance

- Establishing reasons for pupil absence on a daily basis.
- Handling face to face and telephone conversations with pupils, parents and external agencies relating to attendance matters.
- Reporting to the senior leadership team with analysis of attendance data and results to targets.
- Supporting with meetings, minuting and typing up of reports.
- Supporting the admin team on pupil attendance to ensure school compliance with statutory requirements.
- This role does not involve leaving school premises to visit pupils in their home environment.

Adhoc

- Take the lead during a pandemic like COVID-19 to set up, implement, oversee and monitor Health Care facilities in line with Government Guidelines.
- Provide ad hoc support, information, reports and spreadsheets in response to queries about welfare and first aid.



- Undertake Health and Welfare duties at the discretion of the Academy Business Manager as may reasonably be required due to the changing needs of the Academy.
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.
- Comply with and report all concerns to an appropriate person, in respect of:
 - Child protection,
 - Health, safety, and security,
 - Confidentiality, and
 - Data protection.
- Ensure that the Academy's processes and procedures contribute to its commitment to Equal Opportunities for all.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
General	<ul style="list-style-type: none"> ▪ A professional, adaptable and proactive attitude. ▪ Tact and absolute discretion in dealing with all matters. ▪ Polite and courteous ▪ Confidentiality, probity & integrity ▪ Independence but with the ability to work as part of a wider team of support staff and pastoral staff. ▪ Strong verbal and written communication skills ▪ 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. ▪ Excellent time management 	
Qualifications, Training & Relevant Experience	<ul style="list-style-type: none"> ▪ The suitable candidate should be a qualified RGN with up to date registration and a minimum of 3 years post registration experience. ▪ School nursing experience would be an advantage or experience in paediatric nursing, adolescent health or A & E. ▪ A recent First Aid certificate is required. ▪ Good knowledge of ICT packages and systems. 	<ul style="list-style-type: none"> ▪ Experience of working as a Nurse in a school setting ▪ Experience of SIMS and Go4Schools
Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> ▪ Ability to undertake and oversee processing within an accounts department. ▪ Ability to plan, organize and prioritize effectively, to meet deadlines ▪ Ability to communicate complex financial information to “laymen” ▪ Ability to manage own work pressure and that of others effectively 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Strong people skills, fair minded and able to communicate well to a variety of audiences ▪ Capable of delivering results to tight deadlines and under pressure ▪ Team player, willing to share in key decision making 	