



Stoke Newington School
& Sixth Form

JOB PACK

School Nurse

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Job advertisement

School Nurse

- 5 days a week Monday Friday 8:30 - 16:30, 50 minutes lunch break,
term time plus two weeks, permanent
Grade S01 £28,516- £29,552 per annum

Purpose of job:

This is a new position.

We are seeking to appoint a School Nurse from September 2020 to provide care to both staff and pupils. The successful candidate will be expected to have an open and compassionate character and willingness to help in all areas of the school as required.

It will be essential that the post holder is a Registered Nurse and experience of working in a school setting would be desirable, but not essential.

Responsibilities to include (but not be limited to):

- Care for any pupil or staff member who is taken ill within the school, including the administration of any prescribed medication.
- Provide basic advice on the care and treatment of minor injuries and illness.
- Liaising with external healthcare professionals with regard to any on-going treatments.
- Maintain medical cupboard supplies and stocking of first aid kits.
- Accompany pupils or staff to hospital for any emergency treatments, as necessary.

The School:

Stoke Newington School & Sixth Form is a “good with outstanding features” school. We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential.

Applying for the role:

The closing date for receipt of applications is **midday Monday 27th July 2020**.



Job advertisement

Job title: SNS School Nurse

Directorate: Stoke Newington School & Sixth Form

Reporting to: Headteacher's PA and Head of Student Services

Grade: S01, 5 days a week - term time plus two weeks

Purpose of this post:

- To be responsible for the medical care in all emergency & non-emergency basis to all staff, students and visitors.
- To manage and be responsible for the medical needs register
- To produce, organise and evaluate health care plans for students with medical needs, ensuring correct & up to date information.
- To provide an effective and comprehensive school nursing service to the school.

Main duties and responsibilities:

- To produce care plans for student with medical needs.
- To liaise with the local NHS health team and allocated NHS School Nurse.
- To ensure the best possible medical care is delivered to all staff, students and visitors to the school in emergency and non-emergency cases.
- Where necessary, to arrange suitable collection of students who are unwell in school by parent/carer or external emergency services.
- Be responsible for administering first aid of students in the medical room.
- To provide efficient care and attention to all students who hold a care plan to ensure they are safe whilst in school.
- To help students with everyday school life who have long term medical conditions such as diabetes, asthma, allergies, epilepsy, sickle cell and other long term medical conditions.
- To administer prescribe medication as required to students.
- To actively manage the medical needs of Year 6 students transitioning into the school to ensure all care plans are organised when they start
- To liaise with the Child Protection team to ensure students are looked after whilst in school.
- To provide medical training for health conditions such as asthma, anaphylaxis and epilepsy.
- To run an efficient and organised school Medical Room.
- To organise presentations to all staff on how best to support students' medical needs.
- To liaise and support the Attendance Officer to ensure pupils with low attendance due to medical needs are supported by the school by attending professional meetings and in some cases, parental meetings.

- Be responsible for First Aid supplies and ensure they are audited and restocked regularly.
- Completion of accident reports as required, passing them to the Head of Services
- 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 ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- To ensure comprehensive notes and records are made in relation to incidents/accidents, and reported to relevant staff as necessary, in accordance with the school’s safeguarding & Health and Safety procedures
- To control and manage immunisation programmes in association with area guidelines.
- To manage student medication based in the medical room regularly, ensuring it is in date and prescribed.
- To actively support the emotional well-being of all pupils
- To raise awareness and promotion of health issues like smoking, drug abuse, healthy eating and sexual health.
- To organise regular assemblies for students to ensure they are kept up to date with relevant medical & mental health information.
- To ensure relevant medical advice/guidance notes are prepared for pupils for trips and outings as necessary & that students are in possession of their medication once off site.
- To organise first aid kits for staff during external school trips.
- To work with local organisations including St Mary’s church.

Resources

- Operate relevant equipment/complex ICT packages. Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and trips.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

- Take part in the school’s performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	School Nurse
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Person Specification	Essential	Desirable
Qualifications	✓	✓
Qualified registered nurse	✓	
5 GCSE or equivalent including Maths and English at pass		✓
Experience	✓	✓
Experience of development, management and operation of administrative systems.	✓	
Experience of working within education, childcare provision or paediatric healthcare	✓	
Knowledge	✓	✓
Full working knowledge of relevant school policies/codes of practice.	✓	
Skills	✓	✓
Very good numeracy/literacy skills	✓	
Effective use of ICT and other specialist equipment/resources.	✓	
Ability to relate well to children and adults.	✓	
Work constructively as part of a team, understanding school roles and responsibilities and understand your own position within these.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Display commitment to the protection and safeguarding of children and young people.	✓	