



Job Description

Job Title:	School Nurse
Department:	Health Centre
Responsible to:	Health Centre Manager
Last reviewed:	January 2023

Job Outline

The post of School Nurse is a term time + 1 week (34 weeks) position. The core working hours will be on average 37.5 hours per week.

The School Nurse is one of six members of the nursing team who provide 24 hour care during term time, this includes evening, night and weekends shifts. The primary objective of the role is to provide nursing care for Haileybury pupils and to set a high standard of nursing practice in both the management of acute and ongoing medical conditions.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

1. To assess accurately and treat appropriately pupils who report to the Health Centre with both acute and chronic conditions.
2. To work as part of a team providing advice to pupils on a wide range of conditions including, but not limited to, asthma prevention and management, travel advice (including vaccination clinics), sexual health, nutrition and smoking cessation.
3. To maintain accurate records in the administration of medication. To order and dispense medication to pupils as required by the school medical officer
4. To educate and support pupils taking regular prescription medication to achieve maximum compliance.
5. To administer drug testing to pupils when requested by the Deputy Head Master.
6. To keep up to date with current changes and research to the benefit of clinical practice.
7. To work as an effective member of a multi-disciplinary team, to share knowledge and experience in order to promote best practice and to encourage good communication and working relationships within the team.

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8. To provide accurate and meaningful information and advice to other disciplines on the care of pupils at school and home.
9. To maintain and develop an important role in pastoral care of pupils, together with the medical officer, chaplain, school counsellor and teaching staff.
10. To assist the medical officer as required.
11. To communicate effectively with, parents, guardians and house masters/mistresses concerning pupil's health and wellbeing in accordance with the NMC Code of Conduct regarding confidentiality.
12. To maintain accurate and complete records and statistics to the required standard for evaluation of the service and to ensure patient confidentiality is maintained.
13. To co-ordinate out of school appointments for pupils e.g. dental, optician, etc., including organising transport and chaperone, as required.
14. To ensure as far as possible the safety and welfare of pupils and staff.
15. To keep the Health Centre Manager up to date about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
16. To fully utilise all appropriate I.T. systems in order to complete duties in the most effective way.
17. Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
18. Any other reasonable duties as required to ensure the smooth running of the Health Centre.
19. To undertake your responsibilities to promote the safety and wellbeing of children and young people.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

School Nurse Person Specification

	Essential	Desirable
Qualifications		
Registered Nurse	✓	
Current registration with NMC	✓	
Knowledge, Skills and Experience		
Excellent organisational and time management skills	✓	
Good literacy and numeracy skills	✓	
Proficient in Microsoft / G Suite	✓	
Excellent written communication skills	✓	
Previous experience using electronic medical records		✓
Experience of working in a school or other educational institute		✓
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation; ability to relate to young people	✓	
Good understanding of working in a school and residential environment	✓	
Self-starter with commitment to learn and update knowledge and skills through regular CPD	✓	
Ability to work under pressure	✓	
Ability to work as part of a team	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Ability to build, develop and maintain professional relationships	✓	
Discretion, tact and diplomacy, and the ability to maintain strict confidentiality	✓	
Conscientious, trustworthy and reliable	✓	