



Job Description

Job Title:	School Nurse
Department:	Health Centre
Responsible to:	Clinical Lead Nurse
Last reviewed:	July 2024

Job Outline

The post of School Nurse is a term time plus 1 week position (i.e. 34 weeks per school year). The core working hours will be on average 24 hours per week, based on two 12-hour shifts spread across the week.

The School Nurse is part of the nursing team who provide 24-hour care during term time, this includes evening, night and weekend shifts. The team is based in the Health and Wellbeing Centre at Haileybury. The Nurses work alongside the School Counsellors, Physiotherapist and GPs from a local surgery.

The primary objective of the role is to provide nursing care for Haileybury pupils. As part of this Nurses are expected to set a high standard of nursing practice in both the management of acute and ongoing medical conditions.

The Nurses work closely with a variety of staff across the School to ensure they are an important part of the community and appropriately involved with School activities.

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

- To assess accurately and treat appropriately pupils who report to the Health and Wellbeing Centre with both acute and chronic conditions.
- 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.
- To maintain accurate records in the administration of medication and care of pupils, using IT systems such as iSAMS. To order and dispense medication to pupils as required by the GP.
- To educate and support pupils taking regular prescription medication to achieve maximum compliance.
- To administer drug testing to pupils when requested by the Master or Deputy Master.
- To keep up to date with current changes and research to the benefit of clinical practice.
- To work as an effective member of a multidisciplinary team, to share knowledge and experience

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in order to promote best practice, and to encourage good communication and working relationships within the team.

- To provide accurate and meaningful information and advice to other disciplines on the care of pupils at school and home.
- To maintain and develop an important role in pastoral care of pupils, together with the GP, School Counsellor, House Master/Mistress and Matron.
- To assist the GP as required.
- To communicate effectively with Parents/Guardians, House Masters/Mistresses and Matrons, concerning pupils' health and wellbeing in accordance with the Nursing and Midwifery Council Code of Conduct regarding confidentiality.
- To maintain accurate and complete records and statistics to the required standard for evaluation of the service and to ensure patient confidentiality is maintained.
- To co-ordinate out of school appointments for pupils e.g. dental, optician etc., including organising transport and chaperone, as required.
- To ensure as far as possible the safety and welfare of pupils and staff. This includes providing a first aid response when required, for staff, pupils and others at Haileybury.
- To keep the Clinical Lead Nurse up to date about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To fully utilise all appropriate I.T. systems in order to complete duties in the most effective way.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.
- Any other reasonable duties as required to ensure the smooth running of the Health and Wellbeing Centre.
- To undertake their responsibilities to promote the safety and wellbeing of children and young people.

Other Requirements

Safeguarding and Child Protection

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

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.

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

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

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

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 the Nursing and Midwifery Council	✓	
Knowledge, Skills and Experience		
Excellent organisational and time management skills	✓	
Good literacy and numeracy skills	✓	
Proficient in Microsoft / Google 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	✓	