

Job Description

Health Centre Manager

Whole School

Effective Date:	2023-24 (Revised Annually)
Job Level:	Single Status Local Hire Position
Responsible to:	Primary School Deputy Head (Pastoral)
Supervisory Responsibility:	School Nurse, Clinic Assistant
Working Hours:	7.00 am to 3.00 pm, there is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year. In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration.
Annual Leave:	Annual leave to be taken during school holidays. Contracted to work 187 working days; all 7 INSET days

Main Purpose of the Position

To ensure issues relating to student and staff health and welfare do not become barriers to their experiences and achievements; to manage resources effectively and be a model of professional practice.

Key Responsibilities

- To demonstrate a thorough and current knowledge and understanding of role and responsibilities
- To achieve the highest possible standards of work and deliver care in accordance with NMC and MOH guidelines to students; members of staff and visitors whilst on site
- To take account of continuing professional and practice development, relevant to role and responsibilities
- To manage the School Health Centre effectively
- To work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position.
- To work proactively and effectively, within the multidisciplinary team and with external agencies
- To act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and professional standards.
- To contribute to on-going school improvement through active participation in staff and team meetings.

Leadership and Management

- Adhere to the UK Nursing Midwifery Council (NMC) Code of Professional Conduct and be conversant with the Scope of Professional Practice and other NMC guidelines (NMC practice guidelines are recognised by the Sultanate of Oman Ministry of Health Nursing and Midwifery Council as the standard basis of safe and good practice).
- To create and manage a caring, supportive and purposeful environment conducive to positive health and welfare
- To implement and review objectives to develop the school's health and welfare provision
- To be a part of the Extended Leadership Team and provide advice, professional guidance and expertise on health and wellbeing issues
- To manage the School Health Centre team members, including the School Nurse and Clinic Assistant
- To manage medical emergency situations on site, if appropriate
- To be accountable for the nursing care provided to students, staff and visitors whilst on site during the school day
- To liaise with whole school trip and visit (residential and day) coordinators to ensure quality risk assessments have been carried out
- To ensure systems are in place to provide a high standard of care to students and members of staff whilst off site (residential, day trips and visits)
- To manage and coordinate internal procedures, in line with internal and external (local and international) agencies, to ensure that the appropriate Infection Prevention Control measures are carried out
- To maintain personal nursing portfolio, Omani MOH registration, NMC registration and Revalidation requirements.
- Establish and maintain collaboration with other health service professionals, through the local Healthcare Network Group.
- Attend the School Health and Wellbeing committee meetings and provide support where necessary
- To be the point of contact for the Ministry of Health with regards to routine inspections governing School Clinics and other protocols. To ensure that BSM meets the requirements of these MOH inspections and to lead and manage any issues that need resolving to ensure these requirements are met.
- To advise British School Salalah on health/medical issues when required
- To maintain the relationship between the School Health Centre and medical stock suppliers
- To manage the Health Centre budget

Staff Health and Wellbeing

- To create and manage a caring, supportive and purposeful environment conducive to staff positive health and welfare
- To line manage the Clinic assistant to ensure the Primary and Senior school absence data is accurate and ensure accurate recording of all information onto Engage
- To manage the Staff Return to Work process and procedures, in line with the requirements laid out in the Staff Handbook

- To advise Heads of School and Operations Manager, on staff health concerns and conditions.
- To attend staff health reviews, in accordance with the staff handbook
- To provide medical advice and support on the claims for the staff health insurance process and procedures
- To facilitate and manage confidential medical and welfare advice as applicable, following a referral from Operations/Human Resources
- To manage the staff referral process, for any specific medical support required, ensuring consent has been obtained by the individual
- To liaise with other health professionals and the 'staff wellbeing' team to ensure that a high quality of care is provided for staff
- To manage staff health promotion

Student Health and Wellbeing

- To take responsibility for the development, review and implementation of student health protocols
- To ensure that suitable health records are maintained on each student.
- To manage incident/accident records, ensuring form completion and submission to the Leadership
To ensure that medical protocols are produced as necessary, and that staff are regularly informed of all children with health concerns.
- To manage the daily attendance record on the school's database
- To work in partnership with whole school pastoral teams to provide health and absence support
- To manage the immunisation records and provide advice to parents regarding immunisation or travel vaccination requirements
- To facilitate and manage the routine school vaccination program, as directed by the Ministry of Health for years 2, 7 and 12.
- To use evidence based practice to ensure high quality provision to the school population

Health Services

- Ensuring the operation of a School Health Service, including annual health checks, and sight checks.
- Ensuring that full first aid provision is available during the School day, and on trips and activities as necessary.
- To manage the annual child and adolescent health surveillance program

Safeguarding and Child Protection

- To assist the school's Designated Safeguarding Leads according to UK and Omani legislation and guidance
- To report any Safeguarding or Child Protection concerns to DSL and keep records up to date
- To remain up to date with any safeguarding and Child Protection training

Teaching & Learning

- To provide education and training for staff on students' specific medical conditions and treatment as appropriate
- To provide support and guidance to teaching staff enabling them to better identify and support students with mental and emotional wellbeing needs
- To support teaching staff with the delivery of PSHE education curriculum where appropriate, across both Primary and Senior Schools

Administrative

- To lead and oversee systems to ensure all staff and student health and welfare records are maintained accurately, confidentially and safely
- To oversee systems for safe storage, usage and disposal of medical supplies
- To lead and oversee a cost effective medical supplies system
- To produce a quality development action plan in accordance with MOH requirements
- To provide Leadership Team with termly and annual trend reporting incidents and accidents
- To liaise with external health agencies to ensure quality and validity of provision
- To manage student absence form and ensure the absence email mail merge process is completed
- To input support staff absences on client Engage

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.
- To manage the performance development of the health centre team by leading, evaluating, supporting and celebrating good practice and identifying areas for improvement

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times relating to school matters
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____