

# Job Description

## School Nurse

### Whole School

<b>Effective Date:</b>	<b>2024-25 (Revised Annually)</b>
<b>Job Level:</b>	<b>Single Status Local Hire Position</b>
<b>Responsible to:</b>	<b>Health Centre Manager</b>
<b>Supervisory Responsible:</b>	<b>Clinic Assistant</b>
<b>Working Hours:</b>	7.15am to 3.15pm (on occasion be available to work outside core hours). 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.
<b>Annual Leave:</b>	Annual leave to be taken during school holidays. Contracted to work 187 working days, all 7 INSET days.

### Main Purpose of the Position and Key Responsibilities

To provide students with quality primary health care, to identify and initiate treatment for disorders that may affect development and learning and to provide a range of health improvement activities and health education programs.

- To demonstrate a thorough and current knowledge and understanding of role and responsibilities
- To be accountable for achieving the highest possible standards of work and conduct
- To be accountable for a high standard of service, within NMC (or equivalent) guidelines, to students; members of staff and visitors whilst on site
- To take account of professional and practice development relevant to role and responsibilities
- To support the management of the School Health and Welfare Service in order to plan and implement programmes based on a needs assessment that provide for continuous development and evaluation
- 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 support the management of the clinical; pastoral and welfare aspects of the school's provision
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
- 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.

## **Management and Professional Responsibilities**

- To adhere to the UK Nursing Midwifery Council (NMC) Code of Professional Conduct (or equivalent)
- To be conversant with the Scope of Professional Practice and other NMC guidelines recognised by the Sultanate of Oman MOH
- To use evidence based practice to develop and maintain a high quality of provision to the school population.
- To act as a role model, motivator and educator for the clinical assistant and relief nurse.
- To be responsible for the smooth and efficient running of the health centre, ensuring effective systems and processes are in place.
- To maintain a personal nursing portfolio, British (or equivalent) registration.

## **Nursing**

- To provide a high standard of service within NMC (or equivalent) and MOH guidelines to students, members of staff and any visitors while on site.
- To organise and run an effective drop-in clinic during the span of duty.
- To provide first aid, emergency care and treatment as necessary to students; staff and visitors whilst on site.
- To identify medical trends and highlight recurring Health Centre visits.
- To manage the stock of all school first aid kits and equipment (ie AED'S)
- To support the management of assessment and evaluation of emergency situations on site
- To support the management of a high standard of service to students and members of staff whilst off site (residential; day trips and visits)
- To ensure individual Medical Protocols are developed in liaison with the student, parents and staff concerned.
- To provide confidential health advice service, referring to other health professionals as appropriate.
- To advise parents and staff of immunisation or travel vaccination requirements
- To assist the MOH nurses in administering vaccines in school to British Standards
- To support the clinical assistant in carrying out the annual child and adolescent health surveillance programs
- To operate procedures for control of infectious diseases.
- To ensure systems are in place and maintained for recommended safe storage, usage and disposal of clinical and medical supplies.
- To ensure the treatment room stock, hygiene and tidiness is maintained to a high standard in line with MOH guidelines

## **Health Education**

- To promote health education throughout the school population and community.
- To educate staff on student's specific medical conditions and treatment as appropriate
- To support teaching staff in the delivery of PSHE where appropriate.
- To maintain currency with health promotion initiatives.

### **Administrative**

- To supervise the maintenance of nursing, including immunisation records to a high standard ensuring the accurate and rapid retrieval of information
- To accurately record the dispensing of medications
- To support the management of a cost effective medical supplies system
- To supervise the maintenance and update the daily absenteeism record on the student database
- To follow up on any student absence which may require support in their return to school. This will include any infectious medical illnesses or conditions that require further investigation and/or support. This is particularly important during the ongoing Covid pandemic.
- To supervise the monitoring and recording of daily 'drop-in' clinic attendance, heat related illnesses, accidents, incidents and to note any developing trends in illness
- To provide the Health Centre Manager with termly and annual trend reporting incidents and accidents
- To support systems for the department's quality development in accordance with MOH requirements

### **Professional Development**

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.

### **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: \_\_\_\_\_

## Person Specification

The person specification lists the essential requirements that are necessary to do the job. In your application you should state clearly how you meet the requirements.

<b>Factors</b>	<b>Criteria</b>
<b>Attributes</b>	<b>Essential</b>
<b>Educational and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>● A Bachelor's Degree in Nursing or equivalent qualification</li> <li>● Current Nursing Midwifery Council (NMC) or equivalent registration</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>● Excellent oral and written English communication skills</li> <li>● Ability to work independently without medical back up on site on occasion</li> <li>● Able to demonstrate high level of organisational skills</li> <li>● Knowledge and understanding of safeguarding and promoting the welfare of children and young people</li> <li>● Proficient IT skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of working in at least one of the following: School nursing environment; Accident &amp; Emergency nursing; Paediatric nursing or Adolescent health nursing</li> <li>● Pastoral care experience is desirable</li> <li>● Experience of working in an educational environment with children and young people aged 3-18 is an advantage</li> <li>● First Aid qualified and experienced</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Confident and calm when dealing with accidents and first aid issues</li> <li>● Actively enjoys working with children and has an empathy with pupils and is sympathetic to their needs</li> <li>● Professionally discreet and able to respect confidentiality</li> <li>● Ability to use own initiative and work well as a member of a team</li> <li>● Good administration and organisational skills</li> <li>● Strong interpersonal and communications skills</li> <li>● Commitment to safeguarding and promoting the welfare of children and young people</li> <li>● Friendly, sympathetic and supportive personality</li> <li>● Patient and resilient</li> <li>● Energetic, motivated and enthusiastic</li> <li>● Willingness to work outside normal office hours on occasion</li> </ul>