

Ernest Bevin College
Job Description



Title: School Nurse	Salary Scale: Scale 3-4 Sp 5-10 £11,134- £12,173 pro-rata 20 hours/week TTO (39 weeks)
Supported by and reporting to: Directors of Learning	Assisted by: Directors of Learning, Heads of Year, and Pastoral Support Managers

For a suitably qualified person this post could work alongside the 0.5 post of Mental Health Counsellor and Wellbeing Support

Job Purpose	The School Nurse will work across the college in education and health providing a link between school, home and the community.
Personal and Professional Conduct	<ul style="list-style-type: none"> • Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries as appropriate • Have regard to the need to safeguard students' well-being, in accordance with statutory provisions • Show tolerance of and respect for the rights of others • Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law • Have a proper and professional regard for the ethos, policies and practice of the college and maintain high standards in their own attendance and punctuality
Key Responsibilities	<ul style="list-style-type: none"> • Maintain an up-to-date register of students' medical conditions and emergency contacts • Ensure medication is stored according to guidelines • Administer medication to students in line with parental and medical advice • Carry out health assessments • Complete the college's accident reports ensuring RIDDOR reports are completed where appropriate • Maintain up to date online records of referrals to the medical room, ensuring initial assessments are informed by good and accurate on-line record keeping • Conduct home visits to families in need • Provide health education advice and signposting to other sources of information • Advise on and contribute to the production of EHCPs and participate in annual reviews and other relevant meetings as requested • Advise and support the college with public health agenda e.g. healthy eating, smoking, drug awareness, mental health issues

	<ul style="list-style-type: none"> • Advise on conditions such as asthma, diabetes and eczema working closely with GPs where appropriate • Determine whether a student needs to be excused or return to class when feeling unwell, with a strong emphasis on remaining in school • Contact parents in a timely manner once a decision has been made to send a student home • Supervise and arrange appropriate care for students waiting to be collected due medical needs/conditions • Inform and advise parents when a referral to a GP or other professional is required • Provide continuing care for students with chronic medical conditions in consultation with their medical advisors • Share findings with the school counsellors in line with the College's Child Protection and Safeguarding policy • Provide a responsive 'call out' service for all emergencies at the College and request emergency services where appropriate • Provide and maintain first aid kits on College premises • Provide appropriate first aid kits and trip medication kits for off-site visits and field trips, adjusting contents according to grade level, activity and length of time away from College • Oversee and organise immunisation clinics • On occasions work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required • To comply with any reasonable request from a manager to undertake other duties commensurate with the post. • To participate in professional and personal development programmes as required, including training and performance management review • To contribute to the overall ethos/work/aims of the College • To be aware of, and comply with Safeguarding, Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team. • To support the college's Equality and Diversity Policy • To appreciate and support the work of other professionals
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Work Hours – 20 hours per week, Monday to Friday (flexible by arrangement). In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Ernest Bevin College
Personal Specification**



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CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • A Registered General Nursing qualification RGN/RSCN • Current NMC registration and member of RCN 	A SCPHN qualification
EXPERIENCE, KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Minimum 2 years post-registration experience in nursing preferably with experience of school nursing, health visiting or practice nursing • Must be organised and able to work autonomously • Experience of leading training of staff • Understand and respect the college's lines of communication • Good interpersonal skills and professional confidence • Able to cope with potentially challenging situations • Works well as a team and independently • Highly organised, flexible and observant • Computer literate, excellent record keeping, and good organisational skills 	<ul style="list-style-type: none"> • Have led training in a school setting • Up to date safeguarding training
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Commitment to own learning and development • Commitment to raising standards in attendance across the college • Work in ways that promote equality of opportunity, participation, diversity and responsibility • High levels of tact and discretion and absolute commitment to confidentiality • Professional, proactive and adaptable attitude • A commitment to abide by and promote the college's Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies • The post-holder will require an enhanced DBS check 	

March 2021