



## **Gordon's School**

### **School Nurse (Part Time) Maternity Cover – Job description**

#### **Hours:**

Up to 24 hours per week, term time only to include Thursday, Friday and Saturday plus 30 hours on-call (from home).

The Medical Centre is currently open 8am – 6pm Monday to Friday, 9.30am – 12.30pm Saturdays and 9.30am – 12pm on Parade Sundays. However, we are increasing the provision of care to include Saturday afternoons until 4pm. The School Nurses are on call as part of a rota at all other times during term time.

A School Nurse (generally the Nurse who is on call) would be expected to sleep over in the Medical Centre in order to look after a student who has been assessed and deemed unfit to return to the boarding house or their family home. Such instances include, but are not limited to, students with diarrhoea or vomiting, a high temperature, persistent coughing, emotional distress.

**Salary:** Band 6 plus payment for on call hours

**Reports to:** Lead School Nurse

#### **Main Purpose of the Job**

We currently require a part time nurse as maternity cover from January 2021 to provide medical care, primarily to the residential boarding students and, to a lesser degree, day students and first aid care to all members of the school community.

#### **Duties and Responsibilities**

##### **1. Nursing**

- 1.1 Assessment and care of students presenting to the medical centre.
- 1.2 Providing first aid and emergency care and treatment as necessary. Ensuring that all first aid resources in the school are adequately stocked and in date.
- 1.3 Providing support and guidance for students with specific medical needs.
- 1.4 Maintaining an appropriate level of care for students with specific medical conditions.
- 1.5 Organising and running nurse surgeries attended by students for routine medication and simple nursing needs.
- 1.6 Arranging for boarders to attend any medical, dental or other health appointments as necessary.
- 1.7 Assisting with doctor's surgeries once a week for boarding students.
- 1.8 Maintaining nursing records accurately, confidentially and safely.
- 1.9 Recording the dispensing of drugs following drug protocols.
- 1.10 Assisting with school medical examinations
- 1.11 Ensuring continuing professional development to maintain registration with the General Nursing Council.

##### **2. Preventative Health**

- 2.1 Implementation of programmes of immunisation.
- 2.2 Appropriate notification and action in the case of any infectious disease.
- 2.3 Maintaining Medical Centre hygiene and tidiness.
- 2.4 Maintaining Medical Centre stock.
- 2.5 Responsible for the safe storage, usage and disposal of medical supplies and drugs.
- 2.6 Ensuring the safe disposal of clinical waste.

##### **3. Health Education**

- 3.1 Promoting health education throughout the school population.
- 3.2 Assisting in the delivery of PSHE
- 3.3 Delivering staff training when required.

3.4 Keeping up to date with current health promotion initiatives.

#### **4. Health and Safety**

Having an involvement and awareness of Health and Safety issues within the school affecting staff, students or the environment.

#### **5. Liaison**

- 5.1 Working closely with other members of the Medical Centre team to ensure continuity of care.
- 5.2 Liaising with Senior Leadership Team, Parents, House staff, Academic and Support staff as necessary.
- 5.3 Liaising with health care professionals.
- 5.4 Liaising with Social Services and other external agencies where appropriate.

#### **6. Safeguarding Responsibilities**

- 6.1 To comply with safeguarding policies, procedures and code of conduct
- 6.2 To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- 6.3 To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- 6.4 To engage in safeguarding training when required
- 6.5 The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times.
- 6.6 If in the course of carrying out the duties of the role, the job holder identifies that a child is suffering, or likely to suffer, significant harm either at school or at home, s/he must report any concerns to the school's Designated Safeguarding Lead or the Head Teacher so that a referral can be made accordingly to the local authority social services.

*The above list of duties and responsibilities is not exhaustive and may be altered from time to time.*

#### **Special Factors**

- Must live within a 30 minute radius of the school
- Will be required to wear the uniform provided

#### **Person Specification**

##### **Essential:**

- A relevant Nursing qualification
- Valid NMC PIN
- Clinical track record ideally 6 months of which spent in A&E or as Practice Nurse
- Excellent communication and interpersonal skills
- Clear empathy and understanding of children's development and needs
- Flexible to changing circumstances, able to use initiative and work without direction
- A flexible approach to working hours
- Competent IT skills
- A clean driving license

##### **Desirable:**

- Experience and knowledge of educational environment
- Qualified First Aid instructor (or willingness to become a qualified instructor)

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*