

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	School Nurse
Reporting to:	Lead School Nurse
Line management responsibility for:	n/a
Main purpose of the role	
<p>To provide high quality, clinically effective, innovative and inspirational health and wellbeing care to pupils and staff at Bede's Senior and support the Bede's Prep School Health and Wellbeing team. Deliver up to date health promotion, manage welfare issues using great communication with the whole school community.</p>	
<p>Background Information: Bede's School is a vibrant, inclusive co-educational school covering age range 3 months to 19 years. The physical and psychological health and wellbeing needs of the pupils are many and varied, ranging from a pupil with a genetic heart condition requiring defibrillation knowledge to young adolescents going through puberty.</p> <p>Resources are sometimes limited and versatility and adaptability are key.</p> <p>This role represents a great opportunity to promote and influence the medical services and pastoral care system in the school by building effective relationships with children, staff and parents providing a high quality service, which strives for excellence.</p>	

Main duties and responsibilities:

1. **Safeguarding:** To be aware of Safeguarding , Child and Adult protection Policy and recognise and respond appropriately to safeguarding situations acting in accordance with local and national guidelines. Report Safeguarding issues through appropriate channels, record events in a timely manner, understand the importance of sharing information when there is a concern or potential risk to a pupil or adult.
2. **Clinical Medical provision:** To run daily clinics in the Health and Wellbeing Centre, assessing pupils, staff and visitors. Providing medical assessment, planning, implementation and evaluation of care. Responding to medical emergencies, assessing and treating minor ailments, recognise and respond appropriately to significant health conditions from acute to chronic. Help manage chronic health conditions with care planning and respond to more acute conditions with risk assessments. Liaising with house staff, parents and guardians, keeping people informed in a timely manner ensuring handover of care is appropriate, beneficial to the pupil with confidentiality in mind. Work closely with the school counsellors, physiotherapist and GP. Refer and communicate with external agencies as well as work alongside with the Safe Guard leads, matrons and SENCO.
3. **Administration of medicines:** Administer medication according to the School's medicine policy and oversee the safe storage and stock check of medicines. Support matrons in administering homely remedies and teach staff the safe administration of medicine as appropriate.

4. **Communication and Recordkeeping:** To keep appropriate, accurate, and up-to-date written records; communicate appropriately with parents, House staff, Matrons, school counsellors, GP and safe guard lead and health and wellbeing team as necessary; ensure confidentiality is adhered to understanding when to share information. To promote the Health and Wellbeing Centre in a positive way and to maintain the high profile of the department.
5. **Stores and Supplies:** to support the management of adequate supplies of all necessary medical stocks; ensure the safe storage of all medical supplies. To ensure stock management is efficient and cost-effective.
6. **Policies and Procedures:** Follow school Policy and procedures at all times. Review develop and update all medical policies with the Health and Wellbeing team; working in line with up to date National guidelines being aware of compliance with ISI/DfE requirements as well as keeping in line with NMC code of conduct.
7. **Professional development:** To maintain own professional development with support from Bede's in line with NMC Guidelines, keeping up to date with any changes and developments within Nursing; to maintain own portfolio of evidence for NMC revalidation.
8. **PHSE and teaching Curriculum:** Take part in teaching health topics as part of the school's PSHE and teaching program. Delivering and facilitating learning, creating scheme's of work in line with National guidelines and curriculum. Creating and delivering presentations around health promotion and welfare issues.
9. **Additional Duties:** The post holder may also be required to undertake any other reasonable duties within the role as requested by the Head of nursing.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
First Level Registered Nurse with current NMC registration, or equivalent	E	A
Three years postgraduate experience	E	A
Sports injury, mental health and sexual health qualification	D	A/I
Knowledge and Skills		
Competent IT and keyboard skills evidenced by ability to use the Microsoft and Google Suite	E	A/I
Understanding and awareness of child development and psychology	E	A/I
Continued professional development and education	E	A
First class interpersonal skills, ability to communicate in difficult situations including detailed assessment of stressed and vulnerable young pupils	E	A/I
Ability to prioritise the patient with care, compassion and non-judgement	E	A/I
Up to date clinical skills	E	A/I
Ability to make autonomous clinical assessments, planning, and implementing care	E	A/I
Understand personal strengths and weaknesses and the ability to act accordingly, seeking help when required	D	I
Ability to work well within a team	E	A/I
Ability to work flexibly within the business needs of the organisation	E	A/I
Experience		

School Nursing, A&E or community nursing experience	D	A/I
Personal competencies and qualities		
Energetic, enthusiastic and a good sense of humour	E	I
Ability to thrive in an environment of unknown daily challenges	E	I
Adaptable	E	I
High level of professionalism	E	I
Other Requirements		
An understanding of safeguarding and its importance in a school environment	E	A/I
Understanding of Health and Safety, Risk Assessments and Child Protection	E	A/I
Willingness to participate in clinical supervision and ongoing professional development	E	A/I

Additional information:

- This role is permanent, term time only plus 4 weeks. Part time or full time hours would be considered.
- £17.46 per hour plus holiday pay
- All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.