

## 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

<b>Job Title:</b>	<b>Lead School Nurse</b>
<b>Reporting to:</b>	Clinical Services Manager
<b>Line management responsibility for:</b>	School Nurses
<b>Main purpose of the role</b>	
Under the direction of the Clinical Services Manager to manage and deliver high quality, specialist, innovative and inspirational health and wellbeing care to the pupils at the Senior Schools.	

### Main Responsibilities:

- 1. Safeguarding:** To be aware of the needs of the children and act in accordance with policies and procedures for child safeguarding (countering bullying, substance misuse, equality, confidentiality, health and safety, e-safety, the promotion of PSHE, pupil supervision, medical provision, welfare concerns and the School's behaviour policy); to support colleagues to instill a culture within the Trust that safeguarding is central to all aspects of pupil's life. In the context of their employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.
- 2. Medical Provision:** in conjunction with the Clinical Services Manager, manage the day to day running of the Medical Centre to ensure the availability of daily surgeries; deal with all referrals from House staff; respond to emergencies as required; ensure that consultation time is available outside daily surgeries; refer pupils to GP / hospital as required. To be responsible for managing own caseload; evidenced by health care planning and health surveillance of pupils. To ensure that medical advice, documentation and support is available for sporting fixtures, activities, trips and other school events. To ensure the provision of or referral to additional related services such as physiotherapy, dentist, optician, CAMHS, physiotherapy, school counsellor.
- 3. Health and Medical Arrangements:** To provide and manage medical processes as required such as venipuncture, wound management, minor injury management; post-operation reviews; immunisations and other minor medical procedures as appropriate; working with House staff and Matrons to ensure effective Health Surveillance of boarding pupils.
- 4. Communication and Record keeping:** To ensure that appropriate, accurate, and up-to-date written records are kept; communicate appropriately with parents, House staff, Matrons, GP and other relevant people, as necessary; ensure that medical protocols and School Policies are adhered to in the management and communication of information; ensure that the highest standards of medical confidentiality are adhered to at all times. To promote the Medical Centre in a positive way and to maintain the high profile of the department in various ways such as attending open days and events and updating the school website to reflect the aspirational ideals of the team.

**5. Management and Leadership:** to supervise the nursing team within the Medical Centre; to innovate and contribute to the continued development of a leading medical provision at Bede's. To work with members of pastoral and house staff offering medical guidance and deliver training, to encourage best practice in welfare and medical care for the pupils. Identify trends and lead proactive clinics, workshops and informative resources to support pupils, parents and staff. Continue to build outstanding medical practice ensuring that all staff are confident at recognising symptoms and employing strategies that will support pupils when dealing with relevant medical issues and mental health concerns.

**6. Medical Administration:** to ensure the registration of all pupils with a GP surgery. To manage the admission of potential pupils, close surveillance of the health questionnaire; identifying support for potential applicants with specific needs and creating health care plans for new pupils; auditing medical information; auditing Boarding house medication cupboards and other medical areas.

**7. Stores and supplies:** ensure adequate supplies of all necessary medical stocks; ensure the safe storage of all medical stocks. To liaise with the Clinical Services Manager about efficient and cost-effective stock management.

**8. Budget Management:** to be mindful of the budgetary constraints but efficient provision of high quality medical services and supplies within the budget.

**9. Policies and Procedures:** with the Clinical Services Manager, review, develop and evaluate all Medical policies; to ensure that Nurses and other relevant staff are working to Bede's Medical Policies at all times; to be familiar with and adhere to the school policies. To ensure that all members of the nursing team are aware of and complying with all relevant requirements, such as the National Minimum Standards for Boarding and ISSRs; to be familiar and comply with the practices outlined in school policies and procedures in order to provide consistent high levels of care to all pupils, especially those living away from home.

**10. Professional development:** maintain up-to-date knowledge of chronic diseases, illnesses, childhood ailments, immunisations etc.; to maintain own professional development in line with NMC Guidelines, keeping up with any changes and developments within School Nursing and Nursing in general; to provide relevant training and support the development of pastoral, house and wellbeing staff. To maintain own portfolio of evidence for NMC revalidation.

**11. PSHE / SMSC Curriculum:** liaising with Bedes academic staff on the PSHE / SMSC curriculum and providing nursing input in the form of teaching resources, drop-ins, and guidance as appropriate. To liaise regularly with the PSHE coordinator.

**13. Additional Duties:** The post holder may also be required to undertake any other reasonable duties within the role as requested by the Clinical Services Manager.

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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
<b>Education and Qualifications</b>		
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
<b>Knowledge and Skills</b>		
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
<b>Experience</b>		

School Nursing, A&E or community nursing experience	E	A/I
Experience managing a team of Nurses	E	A/I
<b>Personal competencies and qualities</b>		
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
<b>Other Requirements</b>		
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, 40 hours per week.
- £22.87 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.