



Hebron School,  
Ooty, TN, India

## Job Description: Non Residential Clinical Nurse

<b>Job Title:</b> Non Residential Clinical Nurse	<b>Department:</b> Admin
<b>Reports to:</b> Head of Clinic (Hoz)	<b>Effective Date:</b> October 2024
<b>Location:</b> Ooty, TN, India	

**About Hebron:** Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level examinations (Standard 13). The school is situated in Ooty, adjacent to the Botanical Garden and is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

**Job Summary:** We seek an experienced skilled nurse to join our in-house clinic team for a 6 months' maternity cover with the potential to extend up to a year at the discretion of the Principal.

The role of the School Nurse is to make sure that all students and staff have access to mental and physical health services throughout the day. The nurse would work with teachers and parents or guardians on behalf of their patients in order to create care plans for them when needed, including medication management when necessary.

### Responsibilities:

- Provide the first point of contact healthcare for all students and staff
- Provide healthcare to students and staff in the case of injury or acute illness
- Accompanying students and staff to medical appointments
- Keep a record of patients, treatments and medication administered
- Develop health plans for students with chronic illnesses and disabilities
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Detect health problems in early stages through regular screenings
- Administer vaccines to students, staff and domestic staff as required and keep a clear record of students' and staff vaccination records
- Update students' medical history as needed
- Overnight hospital stay with students and staff as is reasonable and necessary (on a rota basis)
- Ensure that the school environment is safe for children and school staff (e.g. prevention of communicable diseases)
- Facilitate medical consultations by assisting at the school doctor's clinics and making appointments as necessary with other health specialists
- Write referrals for paediatricians and other health specialists
- Contact parents immediately via telephone if a student has a serious accident or illness
- Inform parents by letter, email or phone call if a student is admitted to the school clinic overnight.
- Ensure that staff whom are sick, but staying in their own room, particularly single staff, have suitable meals provided and are checked on regularly
- Notify dorm parents of students who are in-patients
- Take responsibility for the rest, comfort and care of in-patients, and creating a cheerful environment conducive to recovery
- Use initiative and sensitivity in providing for the physical and emotional needs of sick children and for staff working under stress



**Hebron School,  
Ooty, TN, India**

- To be in attendance in the clinic, or at other designated events (e.g. dorm outings, bike trips, sporting events, etc., when on duty and to be available if needed for emergencies at other times when on campus)
- Hand over report at the end of each shift of work to other nurses to provide continuity of care
- Ensure compliance with the Hebron School's healthcare policies
- Ensure a safe school environment for children that complies with national and local health laws

This job description is not exhaustive and any other duties which may be requested by the line manager to facilitate the smooth running of the service.

**Requirements, Skills & Qualifications:**

- A valid nursing registration and licence in the country of origin.
- At least a year's clinical experience in a medical facility.
- Excellent written and verbal communication skills
- Strong interpersonal communication skills
- Passion for working with students
- Knowledge of national and local health regulations
- Ability to think critically under pressure
- Patience with students and excellent listening skills
- Well-versed in many areas of healthcare, including mental health
- Ability to assess situations and act quickly
- Excellent organisational skills and ability to multitask
- Compassionate and empathetic demeanour
- Ability to empathise, be supportive and sensitive to the needs of others as well as being able to cope with distressing circumstances
- Effective communication, collaboration, and interpersonal abilities.
- Ability to prioritise tasks and work independently.
- Commitment to confidentiality and data privacy
- Understanding of working with students from a diverse range of backgrounds

**Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional development and training.
- A supportive and collaborative work environment within the clinic team and school community.
- The chance to contribute to the enhancement of the health and wellbeing of students and staff in the international school environment.

**How to apply:**

You can apply by visiting the **Vacancies Page** on our website and submitting the online application form. For more details, please contact, Human Resources, at [hr@hebronooty.org](mailto:hr@hebronooty.org)

***The deadline for applications is October 7th.***