



# PINEWOOD

*Est. 1875*

## JOB SPECIFICATION

### SCHOOL NURSE (MATERNITY COVER)

**Line Managers:** Headmaster and Headmaster's Wife (as Weekly Boarding Tutor)

**Holiday Entitlement:** 20 days paid holiday per annum to be taken during the School holidays.

**Salary Scale:** Available on request

**Notice period:** 8 weeks

#### **Actual Hours to be worked during term-time:**

27 hours per week during term-time and 32 hours per week during weeks of cover on a Saturday during term-time.

8am – 5pm on a Wednesday, Thursday & Friday

8am – 1pm on every 4<sup>th</sup> Saturday (i.e. alternate "in weekends")

Additional hours will also be required to be worked flexibly to cover occasional evenings and additional school events.

In addition to the above attendance is also required:

- At Staff Inset Training Days at the start of each main term
- On the first day that pupils return at the start of each main term
- 3 days for Continued Professional Development per annum
- 3 days during the main summer holiday to jointly approve school medical data

**General description of job:** To provide first aid and medical support to the pupils at Pinewood School. To be jointly responsible for the Surgery, its equipment and materials. To be jointly responsible for general Surgery administration.

## **Main Tasks:**

### **Medical Cover**

- Assessing the medical needs of any child who attends Surgery and administering medical treatment as appropriate.
- When not on duty willing to be contacted if advice is needed.
- Correctly reporting and recording of all accidents within the school.
- Stocking of medicines and equipment as necessary for Surgery.
- Managing pupils with acute and chronic illnesses.
- Providing medical cover on the side lines for home team matches and extra school sporting events as required.

### **Medication**

- Ensuring correct administration, storage and recording of all medications given.
- Administering prescribed medication (as prescribed with consent).
- Liaising with the boarding team on a daily basis regarding boarders' medication.
- Ensuring medical bags are available for all team matches and trips away from the school premises.
- Liaising with other schools that Pinewood Children visit regarding children's specific medical needs.
- Writing care plans for children when required and updating staff as needed.
- Planning yearly reviews for boarders with asthma at the School's Medical Centre.
- Liaising with parents about children's medication, illnesses and accidents.
- Organising follow-up medical check-ups and referrals to Doctors as necessary.
- Ordering repeat prescriptions as needed.

### **Immunisations**

- Liaising with the Local PCT regarding the National HPV vaccination campaign.
- Booking appointments at the School's Medical Centre for travel vaccines for boarders when required.
- Ensuring all weekly boarders that require a seasonal flu vaccine have appointments made at the School's Medical Centre.

### **Administration**

- Liaising with the Catering staff regarding pupils' dietary requirements.
- Responsible for ensuring all medical information is directed to correct departments and displayed in the relevant areas.
- Undertaking health checks, maintaining and updating children's health records and detailing all treatment they have received.
- Responsible for writing medical protocols and School health policies.
- Responsible for managing the budget allocated for Surgery.
- Ordering and maintaining Surgery medical supplies.
- Liaising with local PCT regarding Pupil Health Screening.
- Reporting RIDDOR for pupils and staff as required.
- Ensuring that weekly boarders, if required, are registered with the School Medical Centre and meet with the Doctors as necessary.

**Links with Parents**

- Liaison with parents over specific health needs of children, and passing on relevant information and advice to staff.

**Trips**

- Ensuring all away trip forms are checked and Surgery bags are ready for collection.
- Liaising with Residential trip organisers and the First Aider attending the trip regarding the children's specific medical needs.
- Covering school residential trips if required, for children with specific medical needs.

**Pastoral Care**

- Being available to talk privately and confidentially with any pupils, or staff.
- Reporting any concerns to the Headmaster or the School's appointed Designated Safeguarding Lead and School's Well-Being Officer.
- Participation in pastoral care, working with teaching/boarding staff and parents.
- Ensuring communication is kept open with all members of the boarding and teaching staff.

**Safeguarding of Children**

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

**Sharing Expertise**

- Liaising with staff taking pupils with specific medical needs on trips to ensure that they are capable of giving any medical care needed.
- Working in partnership with the teaching staff to produce and deliver effective health education, including life skills teaching and a PSHE lesson plan programme for years 4-8.
- Providing training for Pinewood staff in respect of children's medical needs eg. anaphylaxis and asthma.
- Organising and liaising with the appropriate bodies for First Aid training and Paediatric first aid training for members of staff.
- Organising and supervising pharmacy training for all members of the boarding team and staff attending residential school trips.

**Miscellaneous**

- Maintaining NMC professional qualifications by attending regular CPD updates as required by the NMC.
- Ensuring compliance with Independent School Inspectorate Regulation requirements.
- Involvement in child abuse issues, including bullying as required.
- Involvement in health and safety issues as required.
- Attending termly H&S meetings to report on accidents.

**Essential competencies:**

- Qualified Nurse Status: RGN or RN.
- Knowledge and experience of providing medical care for children.
- Excellent written and oral communication skills.
- Basic computer skills.
- A good team player, co-operative and helpful.
- Flexibility to deal with changing priorities.
- The ability to cope calmly and effectively with emergencies when they arrive.
- Patience.

**Desirable competencies:**

- Previous experience working as a nurse within a school environment.
- Experience and / or qualifications in treating sports related injuries.
- Current Paediatric First Aider.

**Employee Benefits include:**

- Support Staff Pension Scheme.
- Free lunch and snacks provided during term-time (as available to the children).
- Complementary coffee and tea during the working day.
- Free car parking on site.
- Cycle 2 Work scheme.
- Staff discounts available at local golf club.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.