



Grove School

GROVE SCHOOL

Post: School nurse Grade 4 - £25,951 - £32,486 pro rata

Job Description

The post is part-time 10.00am – 4.00pm Monday – Friday.
The post is term time only. The post does not allow for leave to be taken in the school term times.

1. Job purpose

1.1 To ensure the good health and welfare of all pupils is met

2. Key responsibilities

2.1 To contribute to and support teachers in planning and delivering specific health related aspects of the Personal, Health and Social Education curriculum including Sex and Relationships Education.

2.2 To organise, provide and administer daily first aid at play and lunchtimes and record first aid incidents. This includes maintaining medical supplies in school.

2.3 To coordinate first aid calls, calling on medical services as and when required

2.4 To liaise with parents when necessary to arrange for the collection of pupils when ill

2.5 To maintain accurate records of daily incidents and to ensure accident reports are completed in accordance with the local authorities policies.

2.6 To support pupils if they require hospital treatment including attending Accident and Emergency as required and contacting families to advise on the situation.

2.7 To complete, review and record pupil Health Care Plans with parents and then liaison with external agencies

2.8 To receive medication from parents for safe- keeping and administer as directed by parents/carers.

2.9 To carry out specified medical care procedures as necessary e.g administer medication for pupils with diabetes.

2.10 To be responsible for the organisation of school medicals and immunisation programmes (including the distribution, collection and forwarding of consent forms)

2.11 To work with the senior leadership team to help improve attendance and punctuality where this might be affected by a pupil's health and well-being.

2.12 To plan and lead training for staff on managing medicines and medical conditions, including mental health.

2.13 To work with parents to develop community understanding of health, diet and well-being, running and leading workshops for parents.

2.14 To work with the lunchtime staff team to encourage healthy eating and good hygiene for pupils.

2.15 To attend the three annual parents evenings providing advice and support for parents

2.16 Adhere to the values, expectations and ethos of Grove school

2.17 To carry out any other duties appropriate and commensurate to the post which may be required, as the role develops.

2.18 Individuals have a responsibility for the promotion of safeguarding the welfare of children he/she comes into contact with.

3. Supervision

3.1 Supervising officer job title: Pastoral deputy head teacher

3.2 Level of supervision: To plan own work to ensure the meeting of defined objectives

Person Specification: School Nurse

Applications will be short-listed and short-listed candidates assessed against the following criteria. Please show evidence of these competencies in your application.

Method of Assessment (MOA)

AF Application Form C Certificate I Interview T Test or E Exercise

Criteria Essential		MOA
Education and qualifications NB: Full regard must be paid to overseas qualifications	Right to work in the UK - essential Registered General Nurse - essential NMC approved degree or equivalent - essential Current NMC registration - essential Paediatric First Aid qualification - essential Full UK driving licence - desirable	AF/C
Relevant work and experience	Minimum of two years' post-qualification experience - essential Evidence of up-to-date CPD and training - essential	AF/I AF/I
Skills & Ability	Experience of evidence based practice and multi-disciplinary agency working Experience of working with young people and children Experience of working with various client groups Management of own workload A good understanding of child development and	AF/I/E AF/I/E AF/I/E

	<p>health issues relating specifically to children</p> <p>Experience of evidence based practice and multi-disciplinary agency working</p> <p>Experience of working with young people and children</p> <p>Experience of working with various client groups</p> <p>Able to demonstrate an awareness of the needs of children and young people and their parents/carers</p> <p>Reflective practice skills</p> <p>Knowledge of health promotion, child protection and safeguarding, health education and health screening</p> <p>Highly developed verbal and written communication/negotiation skills</p> <p>Excellent organisational skills</p> <p>Experience of working effectively supporting children in a learning environment (desirable)</p> <p>Delivering Health Promotion and training programmes (desirable)</p> <p>Working with children with special needs (desirable)</p>	<p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p> <p>AF/I/E</p>
Personal attributes	<p>Enthusiastic, committed and proactive approach.</p> <p>Adaptable, flexible and non-judgmental style.</p> <p>Confident.</p>	<p>I/E</p> <p>I/E</p> <p>I/E</p>

	<p>Self-motivated and open to change</p> <p>Commitment to working in partnership with children/young people and their families to promote optimum health outcomes.</p> <p>Willingness to undertake training appropriate to personal development and the needs of the service</p> <p>Ability to work on own initiative as well as part of a team</p> <p>Sound interpersonal skills</p>	<p>I/E</p> <p>I/E</p> <p>I/E</p> <p>I/E</p> <p>I/E</p>
Specific skills	<p>Good IT skills, including the ability to confidently use Microsoft Word and Excel</p> <p>Strong administrative and organisational skills</p> <p>Excellent written and oral communication skills.</p>	<p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I/T/E</p>
Other	<p>Commitment to continuing personal and professional development and evidence of recent CPD</p> <p>Commitment to the safeguarding and welfare of all pupils</p> <p>To undertake any other responsibilities as directed by the Head teacher</p> <p>To attend training appropriate to the post</p> <p>This post is subject to an enhanced Disclosure and Barring Service check</p>	

School nurse Grove School September 2017

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

Grove School is committed to safeguarding and promoting the welfare of children. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check and will need to provide proof of eligibility to work in the UK