



## Job Description

### Role: NURSE

*This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College ('the College') is an equal opportunities employer.*

<b>Location:</b>	Health Centre
<b>Accountable to:</b>	The Nurse is directly responsible to and supervised by the Assistant Head (Pastoral). However, the Nurse may also receive instructions from the Head, who is responsible for the leadership and management of the College and reports to the Board of Governors.
<b>Responsible for:</b>	N/A

#### Overall Purpose of the Job

The Nurse's primary purpose is to assist in the care of the pupils and to work as part of a team to help achieve the overall aims of the College.

#### Main Duties and Responsibilities

- Attend pupils who are reported as ill or with medical concerns;
- Work in the Boarding House three evenings a week;
- Provide a consultation facility for pupils;
- Advise SLT on all medical and health matters and concerns;
- Ensure the Pupil's medical files are kept up to date and confidentiality is upheld;
- Record medical information for each pupil on ISAMS;
- Keep a check on the pupil's personal medication and correct storage;
- Build professional and trusting relationships with pupils;
- Keep daily records - Accident forms and book, Drugs record book, Boarders individual files;
- Organise mass immunisation of boarders and day girls;
- Order and collect medical supplies and prescriptions;
- Keep First Aid boxes stocked;
- Attend Meetings: Health and Safety Committee;
- Keep parents of day girls informed by telephone and letter of accidents and illness;
- Advise SLT on health education;
- Liaise closely with boarding and day staff in Prep and Senior regarding pupil's health;
- Arrange teaching sessions on medical matters for Prep and Senior School Staff as necessary;
- Arrange and record First Aid Courses for staff ensuring these are kept up to date;
- Keep Health and Safety records in consultation with the Deputy Head (Operations);
- Participate in the College Personal Development programme in conjunction with the Head of Personal Development.

## Person Specification

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Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Registered Nurse status who holds a current practicing certificate</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Mental Health First Aid</li> <li>Designated Safeguarding Lead Training</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Effective communication skills</li> <li>Ability to prioritise workload</li> <li>Sound computing skills with competence in Microsoft Office suite</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li></li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> <li>Experience as a School Nurse</li> <li>Experience in Paediatrics</li> <li>Experience in Child, Adolescent and Family Health</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Demonstrated competency in Basic Life Support</li> <li>Demonstrated competency in Advance First Aid</li> <li>Knowledge of Quality Improvement Systems and Approved Code of Practice for First Aid in the Workplace as applied to an educational setting</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Knowledge and understanding of the role of the Registered General Nurse within an educational setting</li> <li>Understanding of adolescent health issues</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>Warm, friendly and caring personality, with a genuine interest in the welfare of young people</li> </ul>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li></li> </ul>