



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	School Nurse
Department:	Queen Elizabeth Grammar School (Junior and Senior Sections)
Responsible to:	Deputy Head / Designated Safeguarding Lead School Medical Officer (for Clinical Supervision)
Responsible for:	Has an supervisory advisory role for all staff who administer first aid
Grade:	WGSF Grade L
Job Purpose: <ul style="list-style-type: none">• First Aid: Provide First Aid care to all members of QEGS school communities and provide support and advice to WGPPS.• Public Health: coordinate health protection and promotion programmes that improve health and promote the physical and emotional health and wellbeing of pupils.• Pupils: Assess health needs of individual pupils, and investigate, plan care, provide support (including pastoral support), and refer to external agencies as necessary.• Safeguarding: Act as a Deputy Designated Safeguarding Lead (DDSL) for safeguarding and child protection.	
Main duties and responsibilities 1. <u>Professional and Managerial</u> The post-holder is expected to: <ul style="list-style-type: none">• Act in compliance with the Nursing and Midwifery Council (NMC) Code of professional conduct and be conversant with the scope of professional practice and other NMC advisory papers.• Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils, including attending courses / undertaking professional study as required.• Ensure that a code of confidentiality is developed and adhered to.• Identify and refer children and young people suspected to be at risk or suffering from maltreatment to the School's Designated Safeguarding Lead (DSL). Act as a Deputy Designated Safeguarding Lead (DDSL), including leading in the absence of the DSL;	

support the DSL in producing complex records of assessment, making high level liaison with external agencies e.g. children's social services.

- Act as a role model, motivator and consultant on the medical welfare of pupils for members of staff.
- Be responsible for the smooth and efficient running of the health centre ensuring efficient systems and processes are in place.
- Work as a key part of the School's pastoral team.
- Contribute to the establishment and evaluation of relevant school policies relating to health and wellbeing.
- Guide and operate procedures for control of infectious diseases.
- Assist in the development of a defibrillator policy for the Foundation.
- Coordinate the provision of emergency first aid courses and training for staff.

2. **Nursing**

The post-holder is expected to:

- Provide a high standard of service within NMC guidelines and good practice guidelines to pupils, members of staff and any visitors while on site.
- Provide confidential health advice to pupils, parents and the school community, managing an open door policy.
- Provide first contact care, including acute assessment, diagnosis, treatment and referral as appropriate.
- Administer medications according to the medicine policy.
- Work with parents, carers, specialist health professionals and others to develop in-school care plans for pupils with complex health needs and long-term conditions.
- Ensure children with additional newly presenting health needs receive appropriate NHS referral.
- Accompany pupils to hospital following a medical incident when required, if parents are unavailable, acting in loco parentis.
- Organise and run nurse drop-in clinics.
- Work with parents, and pupils and the pastoral team to reduce absence.
- Establish a more prominent public health role for the benefit of the whole school community.
- Providing health and welfare related advice to WGPPS school as appropriate.
- Carry out child and adolescent surveillance programmes.
- Working with primary care providers, as appropriate to coordinate a health needs assessment of pupils at regular intervals; and jointly with staff and pupils, create a school health plan to address identified needs.
- Following the Wakefield Primary Care Trust immunisation programme, coordinate in-school immunisation sessions with the local vaccination and immunisation team.
- Maintain all school first aid kits and support school first aiders.
- Follow school procedures for the safe disposal of clinical waste and sharps.
- Follow guidelines for the safe storage, usage and disposal of medical supplies and drugs.

3. Pastoral Care and Health Education

The post-holder is expected to:

- Promote Health Education throughout the school population.
- Promote and coordinate the delivery of health-focussed PSHE lessons, as required, and support teaching staff in their preparation of PSHE lessons.
- Ensure the provision of and access to a range of publicity materials relating to student health.
- Have an awareness of and promote as necessary any current health promotion initiatives.
- Provide relevant training to staff regarding pupil health needs (e.g. regarding allergy management)
- Work as part of the Pastoral Care and Health Centre team which includes the Heads of Section, Heads of Year and School Counsellor and attend meetings of this team where appropriate to ensure the wellbeing and safety of all pupils.

4. Administration

The post-holder is expected to:

- Administering the schools 'first day response' service by contacting parents if their son is absent with no communicated reason. Support the School's attendance officer in absence recording / management (for health related absences).
- Maintain individual pupil medical health records accurately, confidentially and safely.
- Maintain daily treatment records electronically.
- Record dispensing of medicines in line with the medicines policy.
- Request and manage the allotted budget ensuring adequate FA equipment stock levels.

5. Communication

The post-holder is expected to:

- Manage internal communication with pupils, parents, SMT, teaching staff, school office staff and all other departments as necessary.
- Manage external communication with members of primary health care teams and social services as necessary.

6. Health & Safety

The post-holder is expected to:

- Be a member of QEGS health and safety committee.
- Complete and record accident report forms; produce reports of minor injuries for the committee, discussing trends/concerns.
- Help to fulfil health and safety policy requirements.
- Provide health information to staff as required for educational trips and visits.
- Provide adequate First Aid equipment in accordance with trip risk assessments and specific pupil needs.

7. General

The post-holder is expected to:

- Attend the annual Open Morning (normally 1st Saturday morning in October); this is included as part of the salary.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Attend relevant staff meetings or other meetings as required.
- Be aware of and understand the role that all staff have in relation to the safeguarding of pupils and comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- Comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the School and of the Wakefield Grammar School Foundation.
- Perform any additional tasks as required by the Head or other member of the SLT in accordance with the scope and grade of the role.

PERSON SPECIFICATION FOR SCHOOL NURSE

The following are the essential criteria to undertake the job competently:

- Knowledge/qualifications: professional nursing qualification - a registered children's nurse (RN8 or RNC) with relevant post registration experience or registered adult nurse (RN1), and ideally a registered specialist community public health school nurse (RSN) qualification.
- Ongoing revalidation every 3 years to maintain their registration with the NMC.
- Knowledge and experience of providing first aid and the care of children with chronic illnesses.
- Excellent communication, both oral and written, and interpersonal skills with the pupils, staff and parents.
- Able to demonstrate the highest levels of confidentiality and handle such information sensitively.
- Able to demonstrate excellent listening skills and understand others' needs and perspectives.
- A self-motivated individual, who is able to work on their own initiative, is co-operative, helpful, self-aware and flexible.
- Able to be comfortable with delivering talks and presentations to pupils as part of the PSHE programme or other health related topics as directed.
- To be committed to continuous self-development, with a willingness to attend appropriate ongoing training/updating.
- Able to prioritise work, cope with competing deadlines/demands and use initiative in a variety of situations.
- Able to demonstrate good organisation skills and to maintain efficient and effective systems of work, both paper and computer based.
- Able to use equipment in accordance with health and safety guidelines.
- Able to demonstrate an understanding of child protection and health and safety issues.
- To have empathy with the ethos and values of the School and WGSF.

ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary for this post is between £23,483 per annum (£28,801 FTE) to £27,398 per annum (£33,603 FTE) subject to the pay progression arrangements for WGSF (Grade L).
- This post is term time only including all INSET days + 5 days in the school holidays working Monday to Friday, 37.5 hours per week with the exact working hours to be discussed at interview. Consideration will also be given to job share applications.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. All holiday entitlement is pro-rata for part timers/ term time posts.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Access to the Foundation's 24 hour Employee Assistance Programme.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Free car parking available.
- Subsidised school lunches (during term time only).
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, a satisfactory DBS (Disclosure and Barring service) check, evidence of eligibility to work in the UK, relevant qualifications and a satisfactory health questionnaire. An appointment with the Foundation is also subject to the satisfactory completion of a probationary period of 6 months.
- WGSF is committed to safeguarding and promoting the welfare of children and young people.

General Information About Applying for the Post

- Further details and an application form can be obtained from our website www.wgsf.org.uk or by contacting the HR department at jobs@wgsf.net.
- Completed application forms should be returned by **4.00 pm Monday 18th October 2021** to the HR Department at jobs@wgsf.net
- Candidates who are short listed will be invited to interview. If you have not been contacted within four weeks of the closing date please assume you have been unsuccessful on this occasion.