



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	School Nurse (Job Share)
Department:	Wakefield Girls and Pre-Preparatory School
Responsible to:	Assistant Head, Pastoral at Wakefield Girls
Responsible for:	First Aiders on site
Grade:	WGSF Grade K

Job Purpose:

To provide a clinically effective, high-quality service of nursing care to pupils with medical needs and first aid care for all members of the Pre-Prep, Junior and Senior section communities.

The post holder will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the Schools.

The post holder will divide their time appropriately between the sections.

Main duties and responsibilities

1. Management/Professional

- Adhere to the 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.
- Ensure that a code of confidentiality is adhered to.
- Contribute to and update annually relevant school policies related to health and wellbeing, most significantly the First Aid Policies.
- Be responsible for the smooth and efficient running of the health centre at the Senior Section and medical rooms in the Junior Section, Pre-Prep and Nursery setting ensuring efficient systems and processes are in place.
- To be a member of each Section's health and safety committee, having involvement in health and safety issues within the school affecting staff, children or the environment.
- To manage situations that may arise, such as COVID, guided by Government & Education directives.

2. Nursing

- To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site.
- Revalidation every 3 years in order to renew registration with the NMC.
- Offer advice and treatment for a range of health problems or refer to GP.
- Administer medications according to the First Aid Policy.
- Ensure care plans are developed and written for pupils with needs, in liaison with pupils' parents and Learning Support staff, as appropriate.
- Provide first aid and emergency care and treatment as necessary - this includes maintaining stock of all school first aid kits.
- Organise and run nurse drop-in clinics (within agreed level of competence).
- Provide a listening service and health advice service as appropriate.
- Report child welfare concerns to Senior Leadership Team or Safeguarding team as appropriate.
- Facilitate vaccination programme in school in conjunction with school nursing service.
- Offer advice to First Aiders across all sections, when considering referrals to hospital.
- Arrange and contribute to child and adolescent surveillance programmes.
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Attend official school functions i.e. Sports Days, Open Day, New Parents' Information Evening.

3. Health Education

- Promote health education throughout the school population.
- Take part in the delivery of across the sections and support teaching staff as appropriate. This will included PHSE presenting and delivering talks as directed.
- To ensure the provision of and access to a range of publicity materials on issues relating to student health.
- Keep up-to-date with current health promotion initiatives.
- Co-ordinate health education for staff including organising first aid and paediatric first aid courses for staff and keep up to date records.
- Provide staff training as requested on the use of epi-pens, inhalers and insulin.
- Provide staff training to ensure the needs of pupils with specific needs are met.

4. Administration

- Maintain medical records accurately, confidentially and securely.
- Maintain daily treatment records.
- Complete accident report forms and liaise with H&S Managers
- Complete Risk Assessments as required.
- Record dispensing of medicines following medicines policy.
- Check first aid bags and log records of emergency resuscitation equipment
- Co-ordinate school medical examinations and other surveillance audits.

- Manage allotted budget.
- Prepare medical lists for sports fixtures, trips, DofE expeditions and residential.

5. Communication

- Internal - work closely with pupils, parents, Senior Leadership Team, Heads of Year, teaching staff, Learning Support staff, pastoral staff, QEGS Matron, School Doctor, Exams Department and School Office staff and kitchens to ensure seamless and continuous care.
- External - School health advisors and other members of the primary health care team. Social Services where appropriate such as CAMHS.
- Contribute to the Foundation communication network via Firefly

6. Professional Requirements

- Access to clinical supervision and professional advice.
- Annual personal development reviews.
- Allowance to maintain regulatory body professional competencies/requirements.
- Employers' indemnity accepting vicarious liability.
- Ability to work within NMC code of conduct, regards confidentiality, consent and record keeping.
- Access to appropriate facilities to fulfil responsibilities.
- Ability to work as an autonomous professional and be an efficient team player.

7. General

- To attend the annual Open Morning (normally 1st Saturday morning in October).
- Establishing good relationships with pupils, acting as role model and being aware of and responding appropriately to individual needs.
- Attending relevant staff meetings or other meetings as required.
- Being aware of and compliance with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contributing to the overall ethos of the School and of Wakefield Grammar School Foundation.
- Any additional tasks as required by the Head or other member of the SLT in accordance with the 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.
- 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.
- Demonstrate the highest levels of confidentiality and handle such information sensitively.
- Able to demonstrate excellent listening skills and understands others' needs and perspectives.
- A self motivated individual, who is able to work on their own initiative, is co-operative, helpful, self-aware and be flexible.
- Be comfortable with delivering talks and presentations to pupils as part of the PSHE programme or other health related topics as directed.
- An individual who is committed to continuous self development; willingness to attend appropriate ongoing training/updating.
- Ability to prioritise work, cope with competing deadlines/demands and use initiative in a variety of situations.
- Able to demonstrate good organisation skills and able to maintain efficient and effective systems of work both paper and computer based.
- Able to use equipment in accordance with health and safety guidelines.
- An understanding of child protection and health and safety issues.
- An empathy with the ethos and values of WGSF.

ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary for this post is £8,754.68 per annum (£27,624.00 FTE) with progression to £10,213.80 per annum (£32,228.00 FTE) subject to the pay progression arrangements for WGSF (Grade K).
- This is a job share post working 15 hours per week, term time only, including INSET. The exact days would be discussed at interview, however, the working hours would be spread over two days per week and would be from 8.00 am to 4.00 pm with a half hour unpaid lunch break.
- 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. The statutory days and concessionary days are shared pro-rata by the job share partners.
- 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 the recruitment section of our website www.wgsf.org.uk or by emailing the HR Department at jobs@wgsf.net

Completed application forms should be returned by **9.00 am on Friday 1st July 2022**

- 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 not been short listed.

JOB SHARE - WHAT IT MEANS

- a) It is a full time post and Wakefield Grammar School Foundation has agreed that the post can be shared by two people. The contract is held jointly by two people.
- b) It is not a separate part time contract.
- c) All duties and responsibilities of the full time post are shared by two members of staff dividing the hours between them and the full-time salary and holiday entitlement are allocated on a pro-rata basis to each of the job sharers. The statutory days and concessionary days are shared pro-rata by the job share partners.
- d) Working Pattern is set out for this post as outlined above.
- e) Job share partners must ensure a system of communication and liaison to ensure the efficient running of the post and to enable other members of the department to be aware of what is happening.
- f) Job share partners will normally be expected to provide cover in the absence of their job share partner where practicable to do so. Additional payment for the hours may be claimed.
- g) If one job sharer leaves role, the following process will apply:
 - Firstly an assessment of the needs of the Department should be carried out to ascertain whether one full-time post is required; as such the Foundation reserves the right to revert to a full time post carried out by one person.
 - If this happens the current job sharer will be asked in the first instance if they wish to take up the full time post.
 - If the current job sharer agrees then a variation to contract applies and the person will be advised of the full time nature of the post
 - Following the assessment if it is agreed the job share partnership can continue:
 - The Foundation will seek to secure another job share partner by recruiting to the post (either internally and/or externally).
 - In such cases, the remaining job share partner will normally be expected to cover the role until an appointment is made (if there is any gap)
 - If a job share partner does not wish to revert to a full time post and/or a suitable job share partner cannot be found, every reasonable effort will be made to find a suitable alternative post which may be available within the Foundation
 - If a suitable alternative post cannot be found, employment may be terminated for 'some other substantial reason'. This is likely to happen in exceptional cases only but job share partners need to be aware of this.