|  |
| --- |
| **Job Description**  |
| **Job title:** | School Nurse  |
| **Responsible to:** | Deputy Head Teacher |
| **Liaising with:** | Head of Year DSL’S DDSL’S, parents/carers, external agencies, central team, other school staff across the trust and relevant support staff.  |
| **Pay range:** | SCP 20-26 £30,296 - £34,834 8am-4pm 37hrs per week 39 weeks per yr pro rata £25,913.38 - £29,794.92 |
| **Contract terms:** | PermanentFull time, 37 hours, 39 weeks per year  |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Role of the School Nurse**

The School Nurse will be there to provide first-line medical assistance to students and staff. Be responsible for the delivery of assessment and treatment of minor illness and injuries, and deliver care within the boundaries of the role, focusing on student well-being and health education. The post holder will also lead on maintaining student medical records, care plans, and promoting the physical and mental health of the Academy community.

**Specific Responsibilities**

• To identify, implement and evaluate individual health care plans for students with medical conditions and administering medication where appropriate.

* Being the first point of contact for medical emergencies alongside leading on the wellbeing of those taken ill or injured

• To prioritise health problems and intervening appropriately to complex, urgent or emergency situations, including the initiation of effective emergency care.

* Administration of the medical room and ensuring that first aid equipment is maintained across the Academy

• To co-ordinate all first aid staff training and maintenance of first aid equipment/stock.

• To input and update student medical information on Arbor (Academy’s MIS)

* To be responsible for the good record keeping of all students who attend the medical room, are triaged, or issued medication (controlled or otherwise).
* To attend appropriate training days/courses to ensure that knowledge and application are up to date and to meet the needs of the student population.

**Student Welfare**

• To provide accurate and complete records of student consultation and drug administration consistent with legislation, policies and procedures

• To monitor work area and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies and guidelines.

• To liaise with pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies.

• Writing and communicating medical plans ensuring accuracy and compliance, seeking the advice and support of external professionals should it be needed.

• To control storage and administration of medication.

• To maintain an Accident Book and appropriate records.

• To contribute positively to effective working relations within the school.

• To engage actively in the Performance Appraisal Review process.

• To attend relevant in-service training and regular learning support meetings. Standards and Quality Assurance

• To follow, uphold and actively promote school policies.

• To participate in staff training.

• To promote and safeguard the welfare of the students in accordance with the school Safeguarding and Child Protection policy.

**Communication**

• To follow agreed policies for communications in the school.

• To attend meetings as required.

• To prepare and provide reports as required.

• To be aware of in-school procedures and confidential issues and to keep confidences appropriately.

• To maintain effective communication with all staff members.

• To communicate with parents/carers regarding events relating to their children

• To contribute to the process of the ordering and allocation of equipment and materials in relation to medical requirements Other Specific Duties

• To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

|  |  |
| --- | --- |
| Compiled by: HR  | Revision Number: v1  |
| Approved by Line Manager: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by Senior HRBP:  | Date: \_\_\_/\_\_\_/\_\_\_ |
| Agreed by Line Manager: | Date: \_\_\_/\_\_\_/\_\_\_ |
| Agreed and signed by post holder:  | Date: \_\_\_/\_\_\_/\_\_\_ |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

|  |  |  |
| --- | --- | --- |
| **Person Specification**  | **Essential** | **Desirable** |
| **Education, Qualifications and Training**  |
| A Nursing Qualification is desirable, though not essential |  | **** |
| Advanced First Aid Qualification. Level 3 | **** |  |
| A First Aid at Work Qualification. | **** |  |
| Previous experience of working in a school environment, is desirable. |  | **** |
| Aptitude or experience of working with ICT, including SIMS. |  | **** |
| **Skills and Knowledge**  |
| Sound understanding of administering first aid in young people, child protection and work with children and young people | **** |  |
| Administrative and organisational skills Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. Ability to deal in a professional manner with all internal and external contacts. Sound understanding of safeguarding, safer recruitment, child protection and work with children and young people | **** |  |
| Empathy and the ability to work with pupils. |  | **** |
| Knowledge and understanding of the education sector |  | **** |
| Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information | **** |  |
| Ability to deal in a professional manner with all internal and external contact |  |  |
| Knowledge of the relevant agency support networks, both nationally and local | **** |  |
| **Professional skills**  |
| Excellent interpersonal skills with the ability to interact effectively with colleagues and families and build relationships or interact with external organisations. | **** |  |
| Able to manage competing priorities and take effective action to deal with these | **** |  |
| Able to adapt to different audiences and circumstances | **** |  |
| Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints | **** |  |
| Able to analyse and deal with complex or difficult situations, with skill and discretion | **** |  |
| Able to negotiate service development issues effectively with senior partners | **** |  |
| **Personal Qualities**  |
| Motivated, enthusiastic, flexible, friendly and helpful | **** |  |
| Accurate with good attention to detail.  | **** |  |
| Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these. | **** |  |
| Friendly with a sense of humour | **** |  |
| Commitment to Equal Opportunities | **** |  |
| Work on own initiative with the ability to seek support and assistance where appropriate. | **** |  |
| High levels of resilience and emotional maturity | **** |  |
| Excellent record of attendance. | **** |  |
| **Suitability to work with children**Commitment to safeguarding and a satisfactory Enhanced DBS Check | **** |  |
| **Further requirements** |
| Travel to schools within the trust and other relevant agencies will be required  |  |  |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

# **Notes:**

This job description may be amended at any time in consultation with the postholder.

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post holder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Medical Officer Responsibilities

**Staff Information and Training**

• To liaise with parents, staff and other professionals in accordance with school policies and the latest ‘Working together to safeguard Children’ guidance / legislation.

• To inform staff in respect of specific medical information pertaining to students and organise training for staff; eg – use of an epi pen, how to address acute medical issues.

• To ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.

* Liasing with parents/carers/and staff as appropriate alongside external stakeholders when required (eg – West Northants Immunisation Team, NHS, etc).
* To work with the Designated and Deputy Safeguarding Leads in the context of prioritising the safeguarding and welfare of children.
* To share appropriate information on students during transition from Key stages.
* To help to identify and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).
* To train and supervise all staff dealing with students with severe and complex medical conditions/needs.
* To contribute in the decision making process in child protection conferences (where the student has a relevant medical condition).
* Oversee the control and storage and administration of medication.
* To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To undertake mandatory and statutory training.
* To attend regular meetings with the SEN and Safeguarding team as required.
* To develop links with the outside agencies and neighbouring schools.