



# School Nurse

*Starting Salary £21,062*

Permanent | Full-time | Term-time (34 weeks per year)

PHC is looking for a suitably qualified Nurse to join the friendly and professional staff at the school in January 2019. Set in 100 acres of beautiful Hertfordshire countryside, the school combines academic excellence with a wide range of co-curricular opportunities and outstanding individual attention.

The role will be working in our school surgery to promote and provide a clinically effective, high-quality service of nursing care to our students and the wider school community. The surgery is integral to the School and the nurse is expected to proactively manage effective health care and promotion within the school community by communicating with students, pastoral and academic staff.

The School Nurse provides a holistic approach to the care of all pupils, with a particular responsibility for the boarding house, including health promotion, personal, social health and

economic (PHSE), illness and injury assessment and treatment.

The successful candidate must be a Registered General Nurse or Paediatric Nurse and hold a valid Nursing and Midwifery Council PIN number. It is essential applicants demonstrate clear empathy and understanding of young people's development needs together with excellent communication and interpersonal skills, as the role will be working with students aged between 11 and 18, parents and colleagues.

Term Time is 34 working weeks per annum therefore the successful candidate will enjoy lengthy holiday periods.

For an informal chat to discuss the role, or to arrange a time to visit us, please call the Bursar, Mr Andy Macfarlane, on 01462 432100.

*PHC is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.*

## Job Description: School Nurse

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

### Accountable to: Housemistress

PHC is an independent, co-educational school located in Hitchin, Hertfordshire.

### Job Purpose

To run the School's surgery in promoting and providing a clinically effective, high-quality service of nursing care to our students and the wider school community. The surgery is integral to the School and the nurse is expected to proactively manage effective health care and promotion within the school community by communicating with students, pastoral and academic staff.

The School Nurse provides a holistic approach to the care of all pupils, with a particular responsibility for the boarding house, including health promotion, personal, social health and economic (PHSE), illness and injury assessment and treatment.

### Core responsibilities

- To assess and treat illness or injury
- To treat or refer to an appropriate agency
- To care for students who are too unwell to continue at school until they can be collected by their parent(s)/guardian(s), possibly entailing staying at school after normal working hours
- To arrange follow on care for those pupils who require hospital attention
- To register boarding pupils with the local GP surgery
- To coordinate, attend and assist with the weekly GP surgery
- Ensuring the security and delivery of controlled medicines.
- Maintaining stocks of 'over the counter' and prescribed medicines
- Supervision of medicines within the boarding house locations.
- Ensuring relevant training is provided to relevant staff in respect of the giving and storing of medicines
- To dispense selected medicines to students/staff when considered appropriate
- To keep a record of same and ensure appropriate medical stores
- To maintain medical records, electronic/paper based
- To co-ordinate the training of sufficient school staff in First Aid at Work training and maintain the appropriate records and displays
- To ensure own continuous professional development, ensuring effective registration and holding current NMC/UKCC PIN
- To ensure counselling for pupils is provided either through an external agency or via appropriately training colleagues
- To handle accident and emergencies and provision of First Aid for all school staff
- To assess health status
- To plan the immunisations and vaccinations against Tb, diphtheria and tetanus in association with area guidelines; organising parental permission forms and coordinating the timetable for administration of vaccinations

- To maintain contact with parents and teaching staff, ensuring all relevant information is disseminated. Advising on aspects of pupils' health, updating on relevant issues and responding to concerns/questions
- To explain procedures to the pupils prior to medical examinations and immunisations (in assemblies, year groups or in form groups)
- To organise annual school medical examinations and screening of height, weight, vision, hearing, urinalysis, in conjunction with the School's doctor; keeping records of same informing all parents by letter of their child's medical result
- Health education of pupils, either individually or as a resource to teaching staff, in association with the school PSHE programme
- To visit the boarding house to advice on health issues and provide information as required
- To monitor and identify a health need e.g. weight management, sports injury, emotional distress. Referring to the School Counsellor as necessary.
- Attendance at and reporting to the Health and Safety Committee.
- Preparing and reviewing medical centre policies, ensuring compliance with regulatory requirements.
- Maintaining first aid equipment throughout the school.
- Co-ordinating the transportation of pupils to outpatient appointments.
- Providing First Aid during at Home sports fixtures.
- Any other reasonable ad-hoc duties as required.

### **Professional and administrative:**

- Maintain nursing and medical records, both written and electronic, accurately and contemporaneously ensuring confidentiality is maintained
- Uphold the provisions under GDPR and the Data Protection Act 2018, and in line with school policies
- Maintain general office procedures.
- Ensure mandatory training requirements are met
- Adherence to the NMC Standards and Code of Practice
- Adherence to the National Minimum Boarding Standards for medical provision

### **Health and Safety:**

- Have involvement and awareness of health and safety issues within school affecting pupils, staff or the environment.
- Report and record accidents/incidents
- Ensure that a safe and secure environment exists for pupils and staff and meet the requirements under the Health and Safety at Work Act 1974 and C.O.S.H.H

## **Experience and Skills**

### **Essential**

1. Registered General Nurse (RGN) or a paediatric Nurse
2. Hold a valid Nursing and Midwifery Council (NMC) PIN numbers
3. Positive 'can-do' attitude towards customer service
4. Excellent communication and interpersonal skills
5. Clear empathy and understanding of boys' and girls' development and needs

6. A flexible approach to working hours
7. Full UK/EEA driving licence and use of a car

## **Desirable**

1. Clinical track record with ideally six months spent in A&E or as a Practice Nurse
2. Experience in paediatrics or working with children or a Specialist Practitioner School Nurse qualification
3. Experience of sports injury care and treatment
4. First Aid at Work Certification or hold an equivalent qualification
5. Previous experience in working in an educational environment

## **Reward & Recognition**

- Employer and employee contributory pension scheme (employer contribution 5%)
- Free lunch on days worked
- Free parking

## **Terms of Employment**

### **Working weeks**

Term Time is 34 working weeks per annum. When adding on your pro-rata entitlement to holidays, you are paid for 38.94 weeks

### **Hours of duty**

Mon to Fri: 08.30am to 16.30pm, including half hour unpaid lunch.

### **Location of work**

PHC Hitchin, Preston, Hitchin, Hertfordshire, SG4 7RT where there is free parking for all staff.

### **Salary**

FTE equivalent salary is £28,124, salary for 34 weeks term-time is £21,062.

### **Holidays**

Holiday entitlement for staff working 52 weeks will be 25 days' paid holiday in each complete holiday year, inclusive of bank and public holidays. This will be pro-rated for staff working less than 52 weeks. The public holiday dates will be published annually and communicated to staff. There is a requirement to work any Bank Holiday when the School is in operation.

### **Lunches**

Free lunch on days worked.

### **Pension**

Employer and employee contributory pension scheme with employer contribution of 5%.

### **Employment information**

This post is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

## Person Specification

Essential attributes	Desirable attributes
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Relevant Nursing Degree/ Higher Diploma</li> <li>• Valid NMC registration PIN</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist Community Public Health Nursing – School Nursing</li> <li>• Non- Medical Prescriber</li> </ul>
<b>Specialist skills &amp; experience</b>	
<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Accident and emergency, minor injury/illness or practice nurse experience</li> <li>• Experience of working in a school environment, particularly a boarding school environment</li> <li>• First Aid qualified</li> <li>• Vaccination, diabetes, asthma and sports injury experience</li> </ul>
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>• Approachable manner – good communication skills at all levels</li> <li>• Calm and able to work effectively under pressure independently and as part of a team</li> <li>• Uses own initiative</li> <li>• Flexible approach, particularly towards duty hours and tasks</li> <li>• Well organised, methodical and attention to detail</li> <li>• Willingness to contribute to service development</li> </ul>	

**The school is an equal opportunities employer.**

For an application form, please contact [recruitment@phchitchin.com](mailto:recruitment@phchitchin.com)