



SCHOOL NURSE JOB DESCRIPTION

School Name:	Parkwood Hall Co-operative Academy
Job Title:	School Nurse
Reports To:	Deputy Principal, Head of Care & Designated Safeguarding Lead
Hours of Work	35.5 hours a week over 41 weeks a year Monday 08:30 to 14:00 Tuesday to Thursday 07:00 to 14:00 Friday 07:00 to 16:00
Salary:	NJC Scale P02 Pt.28 to P03 Pt.35 including Outer Fringe Allowance – (in line with NHS Agenda for Change Bands 6).

Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'

Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

Specific Responsibilities

- To provide first aid and emergency care to all members of the school community as and when necessary
- To ensure individual care plans and treatment provided are developed and written for those pupils requiring them in consultation with the pupils themselves, parents, other medical professionals/providers, and school staff.
- To provide training and support to relevant staff regarding the care of pupils with identified medical or health needs.
- To take responsibility for the school's First Aid Policy and contribute to the H&S Policy and other policies where there is a health or medical input required.
- Maintain accurate, confidential medical records on the school's system.
- Support and be an advocate of, the school's ethos and values regarding good physical and mental health for all pupils and staff.
- To administer medication to students within medical policies and procedures. This also includes supporting the residential team in administering medication.
- To train staff in safe administration of medication and to monitor and review practice.

- To support the personal and social education programmes for students through class involvement.
- To attend meetings in relation to pupil's health when required.
- To participate in training to maintain an evidence-based quality service.
- To work in line with the UKCC Professional Code of Conduct.
- To remain up to date with all aspects of school nursing and public health issues and to follow new trends and take advantage of any opportunities which arise for contributing to service development.
- To maintain confidentiality of all pupils' medical needs consistent with all legal and ethical responsibilities.
- To maintain good up to date records for each pupil regarding appointments, accidents and any first aid administered.
- To report any concerns/queries to the Principal and Deputy Principal of Safeguarding and Care with verbal and written reports detailing events leading to the concern.
- To give any assistance or guidance to members of the staff who have medical queries
- To work within all school policies and procedures
- There will be an expectation for the School Nurse to be available for emergencies during their lunch break. All lunch breaks will be paid and a free school meal will be provided on a daily basis.

General Responsibilities

- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.
- This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the post holder.

Person Specification

- Be a Registered Nurse and be prepared to maintain good working practice through training and qualification.
- Have the ability to communicate and liaise with all school stakeholders and external professionals.
- Be able to work independently and as part of a team.
- Have a desire to promote good health practice and education.
- Have the ability to perform first aid.
- Ability to be flexible in their practice and working arrangements.
- Have good record keeping skills.
- Must demonstrate good self-management skills, booking appointments, prioritising workload etc.
- Must be computer literate and have good written skills.
- Be approachable for young people.

General Information:

<p style="text-align: center;">Equality of Opportunity</p>	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<p style="text-align: center;">Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence.

	<ul style="list-style-type: none"> To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school plans. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> To be alert to issues of child protection ensuring that the welfare and safety of children attending Leytonstone School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed. Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Employee _____ Date _____

Principal _____ Date _____