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| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **JOB DESCRIPTION** |

JOB TITLE: School Nurse

GRADE: Kent Range 8

Term Time Only + 3 additional weeks, 8.00 a.m. – 3.30 p.m. (with some degree of

flexibility)

ACCOUNTABLE TO: Senior Leadership Team

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| * To promote good health and wellbeing within the schools. * To work as part of the Safeguarding Team |

JOB PURPOSE:

DISCLOSURE LEVEL: Enhanced, you are required to be fully committed to the safeguarding of the students

at the school.

DIRECTLY RESPONSIBLE N/A

TO THE POSTHOLDER:

TEAM LEADER TO: N/A

(Performance Management)

**KEY ACCOUNTABILITIES:**

*All staff at St George’s C of E Foundation School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures.*

* To be trained to be part of the Safeguarding Team in accordance with Keeping Children Safe in Education Annex C.
* To support staff with minor medical needs.
* To administer and ensure students take their medication in liaison with parents.
* To raise awareness of issues that can have a negative effect on student health.
* To promote healthy living.
* To assist with the administration of immunisations by the NHS Immunisation Team.
* To support students with medical needs such as asthma, diabetes, epilepsy or mental health problems.
* To be responsible for the writing, monitoring and evaluation of Health Care Plans.
* To manage the medical room and provide first aid cover.
* To support safeguarding procedures and attend relevant meetings with other professional agencies.
* To maintain First Aid boxes to the required standard.
* To meet with parents to provide support and raise awareness of healthy living.
* To provide medical support for students with Educational Health Care Plans.
* Maintain an accurate medical audit database, allergy database, immunity database in both Primary and Secondary sites.
* To update and maintain Health Care Plans and Management Plans.
* Liaise with Specialists and attend any meetings.
* To act as the School’s principle ‘First Aider.
* To regularly conduct a medical stock check.
* To ensure all medical records are kept up to date.
* Activate individual PEEPs and liaise for fire evacuation procedures
* Maintain PEEP database.

This Job Description is to be reviewed annually by the Post Holder and his/her Performance Manager Team Leader.

**Reviewed and updated February 2024**

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| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **PERSON SPECIFICATION** |

To be St George’s Church of England Foundation School’s School Nurse you will already be a qualified nurse with at least two years’ experience. You will also need excellent communication skills, a non-judgemental approach and be able to build trust with young people.

**Skills, Interests and Qualities**

As a School Nurse, you will need:

* Relevant nursing/healthcare qualification;
* Previous experience in a similar role;
* Excellent communication skills;
* Self-awareness and emotional stability;
* The ability to gain the trust of young people and encourage them to talk about their problems;
* The ability to relate well to people of all ages and backgrounds;
* A responsible attitude to work;
* A non-judgemental approach;
* Knowledge of the health needs of children, young people and adults;
* The ability to explore sensitive issues, with tact and patience;
* A clear understanding of confidentiality issues;
* The ability to stay calm in an emergency;
* The ability to keep accurate records;
* Good team working skills and the ability to work on your own initiative.