



Job Title:	School Nurse
Location:	Wisbech Grammar School
Reporting to:	Health and Safety Advisor
Direct Reports:	0
Safeguarding:	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Hours of Work:	<p>This is a Term time plus 1 week contract. Working hours are 37.5 per week. The working day will be worked between the hours of 8.30 – 4.30pm. Your working days will be Monday to Friday.</p> <p>In addition to working normal office hours (8.30am to 4.30pm) you may need to attend meetings/events that are sometimes held out of office hours (some evenings and occasionally at weekends). You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School.</p> <p>Please note that this role is expected to develop and change over the months and years as the School continues with its new Boarding offering starting in September 2019. This offering will potentially have a significant effect on both the duties of and opportunities for development of the School Nurse and candidates must be aware of this when applying for the role.</p>
Holidays:	Holidays are to be taken during the school holidays. The additional 5 days to be worked will be agreed with your line manager.
Probationary Period:	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report:	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Pension/Benefits:	Wisbech Grammar School provides a Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution. Childcare voucher scheme is available and fee discounts for your dependent children.

Principle Role

This post would suit an experienced nurse. The post will involve working across Wisbech Grammar School; Senior School (11-18 yrs) and Magdalene House Prep (3-11 yrs). These pupils



include Boarding pupils who will either be staying on-site in Hazel House, or with parents or Homestay Guardians in the locality.

It is expected that the post holder will develop and help to direct the role in order to best serve the School Community.

Key Responsibilities

- A commitment to safeguarding the pupils at Wisbech Grammar School.
- Review of IHCP's on an annual basis or earlier as required.
- Ensure that the health of Boarding pupils is specifically considered alongside Day pupils and arrangements made in order to protect and promote their health.
- Review annually all medical documentation (including policy documents, procedures documents, medical registers, notes and systems) used within the school to ensure that collectively it is robust and meets all medical, Department of Health, Department for Education and Independent Schools Inspectorate requirements.
- Being informed about and adopting, where necessary, Medical Officers in Schools Association (MOSA) best practice guidelines and recommendations. (future consideration)
- Ensuring that a code of confidentiality is adhered to.

Pupil Care / Pastoral Support

- Ensuring Individual Healthcare plans are developed and written for pupils who require them in liaison with pupils, their parents, school staff and other relevant professionals. Dissemination of the same to staff on a need to know basis.
- Assisting and advising staff at all levels in providing excellence in pastoral support to pupils at Wisbech Grammar School and Magdalene House Prep.
- Working closely with the Pastoral Team and other relevant staff, including but not limited to, the Deputy Head Pastoral, Senior Deputy Head (Prep), Assistant Heads, Section Heads, SENCo, Health and Safety Advisor and designated person(s) for Child Protection.
- Working closely with any relevant external agencies, including but not limited to; Boarding pupil general practitioners (North Brink practice), CAMHS, General Practitioners and specialist consultants or other medical professionals associated with a pupil's care.
- Ensuring that pupil medical records are maintained.
- Administering medications to pupils, as necessary and in conjunction with other staff as necessary.
- Liaising with parents following absence or ill health of pupils, where appropriate.
- Providing suitable training and advice for staff on a variety of subjects, including but not exclusive to:
 - Medicines awareness (safe storage, usage, disposal and administering)
 - Anaphylaxis and adrenaline auto-injectors
 - Asthma and emergency inhalers
 - Use of fully automatic AEDs
 - Mental and physical health in teenagers
- Meeting with pupils to provide pastoral support/guidance/health advice in conjunction with other school or external professionals.
- To participate in and/or lead as appropriate; peer monitoring, pupil voice and first aid meetings and Period 5 pupil sessions.
- To attend staff/pupil Forums by section and participate as required.



- To attend Monday Pastoral meetings.
- To attend Health and Safety Committee meetings and prepare documentation for this as required.
- To participate in and/or lead PSHCE sessions for pupils as appropriate to the role.

First Aid related

- Be willing to undertake 'Train the Trainer' first aid training and thereafter train all relevant staff to an appropriate level in First Aid Practice.
- Working with other responsible staff to ensure that first aid supplies are appropriate to each area/department/use and are maintained in stock.
- Providing advice for first aiders and other staff at all levels within the school to ensure that there is an appropriate level of training and communication regarding pupils' medical situations and conditions in order to protect the health of each pupil.
- Acting as a role model and motivator for school Reception/Office staff and other first aiders.
- Providing advice on accident/injuries and group figures and trends within the school, in liaison with other parties, such as the Health and Safety Advisor, Assistant Head Sport and WIPP (sport and external), School Physiotherapist and Senior Management Team.
- Providing nursing and first aid assistance (in conjunction with first aiders where appropriate) and advice to the school on urgent and non-urgent cases, when required and to the highest standards.
- Providing care and support to pupils who are unwell at school.
- Providing support to pupils and staff following any medical incidents.
- Advising the Educational Visits Coordinator and other staff on medical support, resources and arrangements for trips and events, and advising on risk assessments for the same.

Mental Health and Well Being

- Liaising with local NHS health service providers where appropriate regarding pupil care, services, immunisations, surveys or initiatives.
- Monitor pupil health issues, both as individuals with specific needs and as a group with educational needs.
- Promoting health education throughout the school and taking part, where appropriate, in the delivery of PSHCE sessions to promote health issues.
- Member of the Health and Safety and Health and Wellbeing Committee;
- To have an involvement and awareness of health and safety issues within the school affecting pupils and have direct input into positive change where required.
- To promote mental health and wellbeing education throughout the school community; including pupils, teaching and support staff and parents.

Staff Development

- To undertake training, as appropriate to the role, in any relevant aspects of physical and mental health in pupils. This may also be relevant to the wider School Community.
- To cascade this training wherever possible to appropriate staff through Tool Box Talks sessions and/or Factsheets.
- Other duties which might be reasonably requested by the Headmaster or the Senior Management Team.



Skills

- Excellent interpersonal skills
- Strong organisational and co-ordination skills.
- Good IT and administrative skills.
- Ability to work as part of a wider School Team
- Ability to manage own workload effectively in line with medical and risk priorities.
- An ability to communicate with young people and display empathy, kindness and care.
- Teaching skills.
- First aid/emergency care skills.
- Counselling qualifications would be a significant advantage.
- First Aid 'Train the Trainer' qualifications would be a significant advantage.

Experience

- RGN either on part 8 or 15 of the NMC register with relevant post-registration experience or on part 1 and possessing a specialist practitioner school nurse qualification or relevant nursing qualifications.
- Experience of working with children and young persons in age range 3-18.
- Experience of working in a school setting would be a significant advantage.

Data Protection

In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

General

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.