



ST BENEDICT'S SCHOOL

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School Nurse - Job Description

The Post

A School Nurse for St Benedict's Junior School is required from 1 September 2022. The role is term time only and the successful applicant will be line-managed by the SBJS School Office Manager.

Job Outline

The School Nurse will have day-to-day responsibility for the health care needs for pupils and staff within the Junior School and Nursery. This will include liaising with the Senior School Nurse, colleagues, families, and other professionals as appropriate.

Duties

a) First Aid

- Responsibility for provision of First Aid for all pupils, employees, and visitors of the School
- Responsibility for the provision of First Aid equipment throughout the School and for monitoring its use
- Liaison with First Aiders in charge of Games and Sports Hall activities
- Assistance in training of First Aiders
- Teaching of First Aid throughout the school
- Holder of a First Aid at Work qualification and future revalidation, as necessary
- Responsibility for checking of AEDs and providing up to date refresher courses

b) Medical Care

- Ensure that the medical rooms, facilities and first aid kits throughout the School are maintained to School requirements; that all dispensed treatment and all supplies used are recorded in accordance with drug dispensing protocols. Restock medical supplies as required
- Dispense medication as appropriate to pupils with special medical needs who are unable to self-medicate
- Acting as the point of referral for all instances of pupils, staff and visitors requiring medical assistance
- Decision on referrals to hospital, as necessary
- Arrangement of transport and, if necessary, accompanying patients to hospital
- Immediate liaison with parents in cases of emergency and following up, where appropriate, after referral to hospital
- Ensuring accident reports are completed, as necessary, according to an agreed school policy



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- To undertake pupil health checks as and when necessary

c) Health Education and Preventative Measures

- Preparation for and assistance in immunisations
- Membership of the School's Health and Safety Committee. This usually meets termly
- Involvement in the School's PSE programme as appropriate
- Membership of the Staff Well-being Committee. This usually meets termly
- Advising the School on relevant regulatory changes as they occur
- Input into the regular revision of School policies, as appropriate

d) School Policies

- Adherence to all School policies
- Advising the School on relevant regulatory changes as they occur
- Input into the regular revision of school policies as appropriate

e) Administrative Duties

- Compile, maintain, and update pupils' medical records
- Staffing of the SBJs Medical Room and main point of contact throughout the school day
- Organisation of the School's lost property system
- Maintenance of a list of medical allergies and conditions
- Working in the SBJs School Office and Reception, as and when necessary

f) Professional Development

- Continually enhances own professional knowledge and competence by keeping up to date with professional and clinical developments and best practice in the nursing profession and related areas, as well as changes in nursing practice
- To attend INSET training (internally and externally, as appropriate) to increase competence, proficiency, and safety awareness

g) Pastoral Care

- Ensuring SBJs SENCo is aware of medical conditions which may affect learning
- Termly meeting with SBJs SENCo to review any ongoing medical conditions
- Liaise with SBJs Counsellor and refer pupils with emotional support needs



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Daily Routine

For pupils, the day begins at 8.40am and classes end at 3.30pm and 3.45pm for the Pre-Prep department and the Junior department, respectively. There is a staff meeting on Mondays after School.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

Please see our Recruitment Pack for a full description of the School's Strategic Plan and significant opportunities for your professional development at St Benedict's.

Remuneration

The salary will depend on experience and qualifications and will reflect the importance of the post. The salary will be reviewed annually.

The successful candidate will be required to sign a St Benedict's School Contract. S/he will also be subject to the Criminal Disclosure Regulations; a criminal record will not necessarily be a bar to obtaining the position.

Applications and Timetable

Candidates must apply using the School's application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Closing Date for completed applications: **12.00 noon on Friday 1 July 2022.**

Interviews for shortlisted candidates will take place **w/c 5th July 2022.**

The successful applicant will take up the post on 1 September 2022, with Induction to take place on Wednesday 31 August 2022.



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Person Specification			
	Essential These are qualities without which the applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all the essential criteria.	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • RGN/RCN Qualified Nurse, with at least 2 years' post-registration experience • A valid NMC Pin Number 	<ul style="list-style-type: none"> • Additional degree (e.g. BA, BSc, BEd, PGCE) • Evidence of additional courses attended, and certificates attained • First Aid at Work Certificate 	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> • Experience of working unsupervised in a healthcare setting • Ability to use own initiative and to work under pressure • Previous nursing experience working in a hospital or GP Surgery • An understanding of the principles of child protection and safeguarding, child protection procedures, and confidentiality protocol 	<ul style="list-style-type: none"> • More than 2 years' experience working unsupervised in a healthcare setting • Previous experience working as a School Nurse or School Welfare Officer • Evidence of and commitment to continuing professional development 	Contents of the Application Form. Interview Professional references



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<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Good people skills – calm, kind, and warm manner, with good sense of humour • Confident and calm when dealing with a range of accidents and First Aid issues • Excellent inter-personal and written communication skills • Clear empathy and understanding the development and needs of children • Flexibility • IT literate and comfortable updating electronic pupil records • The ability to be proactive • A team player 	<ul style="list-style-type: none"> • ICT experience using Evolve and MyConcern • Training in Mental Health (e.g. Mental Health First Aider) 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • A willingness to play a full part in every aspect of life at St Benedict's School and Nursery • A willingness to be fully supportive of the Catholic ethos of the School • Positive attitude toward meeting the needs of the children and their Parents 	<ul style="list-style-type: none"> • Willingness to participate in SBJS residential trips 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>