



# St. James' School

*A Woodard School*

## Job Description & Person Specification

### School Nurse

St James' School  
18-24 Bargate  
Grimsby  
N. E. Lincolnshire  
DN34 4SY

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## **Key Aspects of Role:**

To oversee the care of students, both boarding and day, in school and support first aiders in school.

To contribute to the school's health education programme

## **Reports to:**

- Headmaster
- Head of Boarding

## **Terms and Conditions:**

- This post could be full-time (37 hours per week) or part-time on a job-share basis
- Term time only (plus 3 training days throughout year, and an additional 6 days preceding and following the start/end of terms)
- Salary (negotiable c£18,000)

## **Specific Duties**

### **Boarding and Day Students**

- To administer first aid to students and staff in emergencies, ensuring they are seen promptly, and any further treatment is identified. Continuing the administration of care until they are able to return to class or are passed into the care of a parent, guardian, doctor, hospital etc. and accurately recording all visits.
- To be responsible for the general health and well-being of those in the boarding houses, holding daily 'surgeries' at appropriate times of the day and look after sick boarders
- To deal with medical emergencies as well as routine appointments, escorting students as needed to the surgery or hospital
- To be responsible for the well-being of any sick day students, making arrangements for them to be collected by parents
- To ensure good lines of communication with parents regarding students' medical needs
- To take part in the induction arrangements for new students joining the school regarding their medical needs
- To liaise with both day and boarding staff as appropriate, sharing any health or medical concerns
- To manage the student immunisations as required on an annual basis
- Complete risk assessments for injured students and help organise alternative classrooms
- Should the need arise, be prepared to carry out intimate care plans

### **Record Keeping & Communication**

- To ensure that appropriate pupil records are kept up to date and stored securely
- To complete accident reports as required, passing them to the Bursar
- To produce and monitor pupil health care plans

- Maintain records electronically, including individual medical health-care plans
- Report accident and illness data to the Health and Safety Committee, Headmaster and Bursar as requested
- Prepare medical information for staff for school trips
- Respond to medical information requests from the Local Authority
- Liaise with external agencies and complete referrals as required
- Be a point of call for social, emotional, and mental health needs, support in decision making as to which agency to involve, liaising with safeguarding, SENCO and parents as appropriate
- Contribute to social, emotional, and mental health risk assessments
- Ensuring that while medical and personal confidentiality is respected, the school observes a 'joined up' approach to the care of its pupils/staff

### **Organisation**

- To ensure that the drugs, equipment and dressings in the medical room are in date and restocked
- To check first aid kits [departmental every half term and for trips- on return]
- To liaise with our nominated pharmacist re: the storage and administration of nonprescribed medicine
- To administer students' medicine when necessary and advise parents when/if students' medications are out of date
- Provide health education, advice, and signposting to other sources of information (health and well-being).
- To be up to date with all relevant first aid and emerging illness information and advice
- To be responsible for writing, reviewing and updating all medical and first-aid policies, and to contribute as required to further health and safety policies

### **General**

- To be proactive with all medical matters.
- To attend the Senior Staff briefing
- To meet weekly with the SLT
- To play a supporting (teaching) role in the school's health programme, including PSHE, tutor time and the sixth form programmes
- To conduct return to work interviews with Staff
- To produce risk assessments for Staff requiring additional accessibility
- To take part in staff performance management on an annual basis
- To undertake professional development training as required
- To be familiar with the School's code of practice for Child Protection and other policies contained within the Staff Handbook

### **Attributes**

- Tact and absolute discretion in dealing with all matters
- Independence but with the ability to work as part of a wider team of support staff and pastoral staff
- Loyalty, energy, articulacy and diplomacy

- Flexibility in approach to people and to working arrangements
- A professional, adaptable and proactive attitude
- Able to respond calmly, quickly and willingly to urgent and unexpected requests
- Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies
- Appreciation of and sympathy for the objectives of an independent school.

**Any other duties as reasonably requested by the Headmaster**

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Health Care qualification</li> <li>• Experience of treating minor illnesses and sporting injuries.</li> <li>• ICT literate</li> <li>• Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Nursing Qualification</li> <li>• Ability and willingness to drive a minibus</li> <li>• First Aid at Work certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Effective organisation skills</li> <li>• Ability to communicate effectively, orally and in writing</li> <li>• Working as a health professional</li> </ul>	<ul style="list-style-type: none"> <li>• Working with young people</li> <li>• Experience of working in a secondary school environment</li> </ul>
<b>Specific Attitude</b>	<ul style="list-style-type: none"> <li>• Experience in planning relevant activities. A good listener</li> <li>• Excellent communicator with students, parents, staff and outside agencies</li> <li>• Good organisational and social skills</li> </ul>	
<b>Motivation and Social Skills</b>	<ul style="list-style-type: none"> <li>• Committed to the staff and students within school, and wanting the best for them</li> <li>• Ability to work under pressure</li> <li>• Sense of humour</li> <li>• Helpful and supportive attitude</li> <li>• Adaptable and flexible</li> <li>• Able to show initiative</li> <li>• Empathetic</li> </ul>	

**Headmaster  
February 2020**