



King Edward's

W I T L E Y

Job Description – School Nurse (Full Time)

Overall Purpose

The School Nurse will treat minor ailments and injuries, promote physical and mental health, and serve as a key member of the wider pastoral and wellbeing team at the School. The role is both diverse and rewarding in the opportunities to influence and support the lives of young people in the School community.

Reporting to: Health Centre Manager

Location: King Edward's Witley

Hours of work: Full Time, term time only. As part of their role, the postholder should expect elements of weekend working/shift work as well as time "on call". "On call" time may be at home or in our Health Centre.

Accommodation: Due to the nature of the role and a majority of hours being "on call", the postholder will be entitled to live on site in a self-contained one bedroom flat with kitchen, free of charge of for rent and utilities

Key responsibilities

Medical duties;

- be on duty and on call in the Health Centre for triage, management or treatment of pupils' medical needs as out-patients and in-patients
- administer and oversee provision of medications in partnership with Matrons
- assist with Doctor's surgery
- communicate and provide information relevant to the rest of the Health Centre team, pastoral staff and those taking trips
- assist with pupil medicals
- carry out first aid duties, as required from time to time; supply expedition leaders with first aid kits
- arrange appointments with parents and guardians for pupils to visit the GP and hospital
- collect and deliver medicines and samples from local GP Surgery

Pastoral duties;

- liaise regularly with all pastoral staff, especially Housemasters and Housemistresses, School Counsellor(s) and Matrons to help manage a coordinated approach to pastoral and medical care
- order meals for staff and pupils and ensure adequate stock of food supplies that are kept in the Health Centre; serving and clearing meals for inpatients
- report pupils' medical, emotional or pastoral concerns to Deputy Head (as appropriate)

October 2024

- complete and update Advanced training in Safeguarding

Domestic duties;

- tidy the clinical and bed areas and make beds. The main cleaning is done by a cleaner, but all members of staff in the Health Centre have a responsibility for clearing spills and incidents involving contamination with bodily fluids
- ensure laundry is prepared to be collected, sort clean laundry upon its return and report any damage to laundry or bedding
- keep control of the stock of laundry and bedding

Administrative;

- undertake administrative tasks in the Health Centre, such as record keeping, filing and photocopying
- collect and deliver post from Reception

Other duties:

- attend whole-school staff training each term and as required
- attend staff meetings when possible

PERSON SPECIFICATION**Essential**

- experienced registered General Nurse with live NMC (Nursing & Midwifery Council) registration
- a full awareness of the medical problems and pressures that face young people in the 21st Century to support physical and mental wellbeing
- good spoken and written communication skills, with staff, parents and pupils
- the ability to prioritise and manage situations effectively, even under pressure
- tact, discretion and integrity in all matters
- strong record-keeping skills
- efficient administration skills including the use of Office 365 and the School's database
- a strong team player, able to use own initiative
- willingness to identify with the life of a vibrant boarding school and so to be flexible
- sympathy with the ethos and aims of the School and of the Foundation.

Desirable

- education sector background.

The Centre:

Health Centre services are available to pupils 24 hours a day, seven days a week. We run three surgeries each day: 7.50 a.m. to 8.30 a.m.; 1.00 p.m. to 2.00 p.m. and 5.00 p.m. to 6.15 p.m.

The School's Medical Officers attend twice per week for pupil consultations.

The Health Centre is responsible for liaising with parents and guardians over dental, orthodontic and hospital appointments and monitoring the medical and mental welfare of all pupils.

In October all boarders generally have an influenza injection and we ensure that all pupils from abroad maintain the correct inoculations, including anti-malarial medication. Other preventative measures include measles, meningitis, rubella, diphtheria, tetanus and polio.

The School has eight Houses. Each has a Matron with whom the Health Centre works closely.

All accidents are recorded and treated in the Health Centre unless serious enough to need hospital treatment. All accidents and incidents are reported to the Health and Safety Officer.

The School provides comprehensive pastoral care which aims to support all the children's needs.

Terms and Conditions: King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's Witley and Barrow Hills School as day pupils at a very significantly reduced rate of fees, subject to household means-testing.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.

This job description will be reviewed as appropriate in consultation with the post holder.

Signed by _____

Print name _____

Date _____