



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

School Nurse **For January 2024** **(or by negotiation for the right candidate)**

Job Description and Person Specification

A. Job Description

Job Purpose

To be a practitioner in all health-related matters within the School, ensuring a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on the School sites.

Provision of Care

- Providing first aid and emergency care and treatment as necessary
- Ensuring that appropriate assessment and care is given to all pupils
- Assessment and management of first aid, illness and acute and chronic medical conditions for pupils in School
- Administering medications under protocol and keeping accurate dispensing records
- Liaising with parents about their children's health needs, including medication and treatment given
- Managing sporting injuries and accidents and referring to the local accident and emergency or minor injuries unit or GP as appropriate
- Maintaining and reviewing the accident/injury file, reporting patterns and concerns to the School's Senior Management
- Ensuring pupil care plans are followed as required, e.g. in cases of asthma, epilepsy, diabetes and anaphylaxis, delivering staff training as necessary
- Working with the Deputy Head (pupils) to ensure in-house medical/first aid cover outside of this post's working hours or during periods of planned absence
- Being available for 'drop-in' sessions for pupils and staff, and for key School events where medical/health provision may be required (e.g. sports days, marketing events)
- Leading on the screening and surveillance for Covid-19 and/or other pandemic, liaising with local health protection and Public Health England as required
- Operating procedures for the control of infectious diseases as required, applying infection control measures according to School policy and national PHE guidelines
- Leading on any agreed national immunisation programmes as necessary

Boarders

- Line management of the Assistant House Parent, ensuring best practice and continuity of care, approach and administration

- Liaising routinely with the Boarding House to ensure oversight of quality of medical care for the School's boarding community
- Ensuring the health care needs of boarding pupils are documented and staff within the Boarding House have the appropriate skills and knowledge to manage and support them

Medical Room

- Ensuring effective administration of the Medical Room – including record-keeping; stock and supplies (including first aid kits); storage, rotation, documentation and disposal of vaccines and drugs – and being responsible for the hygiene and tidiness of the area
- Creating and maintaining a medical room which balances the need to be clinical and professional with the need to be welcoming and comfortable to children
- Maintaining all School medical and first aid records accurately, confidentially and securely, to ensure that all pupils' records are up to date so that staff have access to up-to-date and relevant details of pupils' medical needs.

Pastoral

- Being a friendly and approachable pastoral figure for pupils, maintaining appropriate professional confidentiality as required
- Providing a confidential advice service as appropriate in conjunction with the Deputy Head (pupils), the School Chaplain, Section Heads and other pastoral staff
- Promoting health and well-being through the use of health promotion, health education, screening and specific School well-being activities
- Contributing to the delivery of some PSHE topics, liaising with the Head of PSHE & RSE

Management and Development

- Ensuring that the School's medical function is fully compliant with regulatory bodies and ISI inspection-ready (including NMS for boarding) at all times
- Keeping records of first aid training of staff, offering/facilitating refresher training according to a timely schedule
- Leading training on Epipen use and other health-related issues as they may arise
- Contributing to Inset/Development Day programmes where required
- Developing, reviewing and updating medical policies, procedures and guidelines
- Meeting routinely with the Deputy Head (pupils) to discuss individual pupils and the broader picture of medical/health needs at the School
- Advising the Head and Senior Management on best practice and emerging trends, and on the medical and health needs of the School and its people
- Keeping up to date with professional developments through the Royal College of Nursing and other organisations, advising the School's Senior Management accordingly
- Adhering to the NMC code of professional conduct and being conversant with the scope of professional practice and other NMC advisory papers

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Working with other professionals to keep pupils safe, support local safeguarding arrangements and ensure the voice of the child is considered

Other

- Undertaking any other duties commensurate with this post as required

All ECS staff are expected to:

- Work towards and support the School vision and the current School objectives

- Support your colleagues and their work, building on all that is good and helping to reshape what could be better
- Do all you can, by the relationship that you build with pupils, staff, parents, and the wider community, to promote the ethos and values of the School
- Be mindful of, and responsive to, the pastoral and wellbeing needs of all children, treating all pupils with equanimity
- Support and contribute to the School's responsibility for safeguarding pupils; work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors
- Support and contribute to the School's responsibility for safeguarding pupils; reporting immediately any safeguarding concerns to the Deputy Head (pupils) who is the School's DSL
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process, training and development; adhere to all School policies, protocols, procedures and regulations, as set out in the Staff Handbook
- Carry out duties and cover according to the rota
- Attend INSET training, staff meetings and parents' evenings as required
- Undertake other reasonable duties related to the job that may be required from time to time.

B. Person Specification

Qualifications:

The ideal candidate will:

- hold a professional nursing qualification resulting in them being a registered nurse, with at least two years' post-registration experience in general, mental or paediatric health
- Hold a basic life support qualification, an HSE approved first aid at work certificate and appropriate child protection training, or be willing to obtain these qualifications

Desirable skills and experience:

- Experience of accident and emergency nursing and work in a school setting/with children
- Knowledge and understanding of sports injuries
- Good communication skills with the ability to produce clear, concise, timely and appropriate oral and written communications, maintaining appropriate confidentiality
- Sensitivity – the ability to listen well and understand others' needs and perspectives
- Self-motivation – the applicant will need to be both conscientious and willing to show initiative and to spot and solve problems
- Teamwork – the School Nurse will need to work closely with pupils, teachers and non-teaching staff in order to provide the highest levels of care. Good communications with all parts of the School community will be vital to the success of this post. Co-operation, reliability and flexibility are important
- The ability to inspire trust in and from pupils, parents, staff and the wider community, and to model and promote high standards
- Empathy, compassion, kindness
- Empathy for the Christian ethos of the School, and for the demands made on the School's Choristers
- High-order administrative skills, including the ability to effectively manage commitments, communications and deadlines
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A can-do attitude, a sense of perspective, a degree of grit and a sense of humour.

C. Accountability

The School Nurse is accountable to the Head through the Deputy Head (pupils). In addition, all members of the non-teaching staff report to the Director of Finance & Operations.

D. Terms of service

Salary: ECS pay scale

Hours of work: 2–3 days per week (08h00 – 17h00, with a 30-minute unpaid lunch break), term time only. School holidays are typically 12–14 weeks a year. There is the expectation to work sufficient days either side of the start/end of term to plan and prepare.

Pension: automatically enrolled in the School's pension scheme

Lunch: may be taken free of charge during term time

Holidays: are taken during the School's holiday periods

E. Applications

The deadline for applications is 12 noon on Thursday 7 December 2023.

Interviews are likely to be held on Tuesday 12 December 2023. Early applications are encouraged: the School may interview and appoint at any time.

Exeter Cathedral School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment is subject to satisfactory clearance following an enhanced disclosure application to the DBS.