



Qualified School Nurse (part-time)

REPORTING TO:: Full-time Qualified School Nurse

HOURS: 20 hours per week, 10am to 2pm with some flexibility in start/finish time, 5 days a week, Term Time Only

JOB DESCRIPTION

The post holder will be a qualified nurse and is responsible for running the School's Medical Room and providing students with first aid care and support. The School Nurse will manage the First-Aider(s) and will be part of a wider pastoral and medical/first aid team whose aim is to promote the physical health and emotional well-being of the pupils. From meeting the physical needs of some pupils, administering first aid to others, and guiding those who need mental health support, the role is a varied but vital one in our School community.

The Medical Room is open from 8:30 AM to 4:15 PM during the school day and is a welcoming space.

The role will include but will not be limited to the following duties:

Strategy and Management

Establish and maintain up-to-date strategies, policies and protocols for medical care within the School:

- Create, keep up-to-date and implement health and first aid policies, procedures and protocols
- Manage the First-Aider(s), collaborate with the full-time School Nurse to manage the team budget and medical stock and supplies.
- Ensure appropriate medical/first aid cover in the School and on events, camps and other school trips.
- Develop and maintain medical healthcare plans for pupils with more complex health needs and ensure this information is shared with relevant staff. These plans should be based on assessment, interventions, identification of outcomes, and the evaluation of care.
- Manage the occurrence of any communicable diseases
- Assess the school environment with the Estates department to prevent injury and ensure safety.
- Manage the provision and make decisions related to the delegation of health and welfare tasks as directed by H&S legislation, and best professional practice guidance.
- Ensure that while medical and personal confidentiality is respected, the school observes a "joined up" approach in the care of pupils.

Medical and First Aid

Ensure that pupils and, where necessary, staff are provided with first aid care and support:

- Ensure that pupils and staff who are referred or self-refer to the Medical Room receive prompt first aid care until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, or hospital.
- Maintain the Medical Room as an attractive, hygienic room, suitably equipped for serving the first aid needs of the pupils and staff; ensure it is not left unattended.
- Maintain stocks and supplies for the Medical Room, First Aid kits, and equipment.
- Oversee the in-house regular medical checks and School Health Immunisation Programmes.
- Offer advice and information regarding individual pupils and medication to staff leading school trips, supplying First Aid kits and, where necessary, First Aid cover
- Be a listening ear and one of the first "ports of call" on the pastoral team, passing on concerns to the appropriate person.

Medical/Health Education

Advise and inform pupils and staff on medical issues and pupils/adolescent physical health and emotional wellbeing:



- Provide basic First Aid knowledge to staff and inform staff of procedures if faced with medical emergencies and more serious medical conditions.
- Provide appropriate and time-specific health and wellbeing information to pupils.
- Develop and implement health promotion strategies, working closely with the school's pastoral team.
- Create and deliver PSHE or form time lessons/sessions on medical or emotional issues such as smoking, contraception, nutrition, mental health.
- Attend INSET days and participate in training and other learning activities as required.

Record keeping and administration

Ensure accurate and up-to-date medical records are maintained and are easily accessed by those that need them.

- Set up systems and processes to update medical records, liaising with parents as necessary.
- Ensure all visits to the medical centre are recorded, and that an up-to-date and accurate log of accidents and other incidents is maintained.
- Provide the pastoral team with an overview of the use of the medical provision and spot patterns or trends with individual pupils or groups.
- Provide key staff with a weekly summary of all medical visits and accidents.

Parent and Staff Communications

Ensure that relevant medical information or concerns are passed on quickly to staff, parents and local public health teams.

- Communicate promptly with parents, informing them of immunisations and a child's medical issues, maintaining records of the conversations and any agreed actions
- Be available to talk to parents about medical concerns with their children.
- Liaise with the relevant member of staff on issues which arise through the care of pupils in the Medical Room.
- Attend staff briefings and other relevant meetings.

PERSON SPECIFICATION

Qualifications / Experience	<ul style="list-style-type: none"> • A recognised nursing qualification and several years' relevant experience in a school, care home or other similar institution • Willing to obtain Level 3 Child Protection training and any other training relevant to the School setting • Applicant must have experience and knowledge of working with Type 1 diabetes and epilepsy including working with insulin pumps • Competent IT skills with experience of SIMS desirable
Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills, combining confidence and assertiveness with a calm, courteous and professional manner. • Warm and friendly, able to welcome, help and reassure pupils, parents and staff • Tactful and discrete in dealing with all matters • Able to respond calmly, quickly and willingly to urgent and unexpected requests • Ability to prioritise and manage situations under pressure.
Commitment to	<ul style="list-style-type: none"> • The KAS ethos, and child-centred enlightened education • Working in a 'can-do' culture with a commitment to continuous improvement

We are seeking to enhance the diversity of our staff and student body and would therefore particularly welcome applications from groups currently under-represented in our school community, especially those from the global majority.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.



All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.