



JOB DESCRIPTION

JOB TITLE	Prep School Nurse
DEPARTMENT/SECTION	Preparatory School
REPORTS TO	Prep School Operations Manager
RESPONSIBLE TO	Head of the Preparatory School
RESPONSIBLE FOR	To promote the physical health and emotional wellbeing of pupils in the Prep School

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS)
- Complete Child Protection Training

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY

The Prep School Nurse is part of a wider pastoral and First Aid team whose aim is to promote the physical health and emotional wellbeing of pupils in the Prep School. The provision runs from 09.00 – 18.00 during the school day and is a welcoming space offering medical support for pupils and staff.

This support, in conjunction with the wider pastoral team, is designed to meet a wide range of day to day needs, as any medical centre would in the wider world. From meeting the physical needs of some pupils and the administration of first aid, to guiding pupils who might need psychological support, the role is varied but vital in our whole school community.

KEY DUTIES AND RESPONSIBILITIES

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

Medical and First Aid

- Managing Prep School Health Care provision including training, budget and stock take
- Ensuring that pupils and staff are seen promptly and any further treatment is identified

- Administering first aid and care of pupils referred by staff or self referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc and accurately recording all visits and treatment/advice given
- To be responsible for writing and reviewing medical healthcare plans for pupils with more complex health needs, and sharing these appropriately
- To be responsible for writing, reviewing and updating all health centre related school policies
- Advising pupils and staff on medical issues and pupils adolescent physical health and emotional wellbeing
- Organising the regular medical checks and School Health immunisations programmes where appropriate
- Being available to staff leading school educational visits to offer advice, training and information regarding individual pupils medication
- Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for educational visits
- Providing basic First Aid knowledge to staff at start of academic year and informing staff of procedures if faced with medical emergency such as the more serious medical conditions they may encounter in liaison with the health and Safety & Compliance Director
- Take pupils via taxi or ambulance to hospital where required

Day to Day and long-term efficiency of the Prep School Health Centre

- Maintenance of the Prep School Health Centre as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff
- To provide appropriate and time-specific health and wellbeing information to the pupils' needs via the Prep School Health Centre
- Having an overview of the use of the Prep School Health Centre and spotting patterns or trends with individual pupils or groups in conjunction with the Prep School Deputy Head Pastoral and/or the DSL
- Updating the Medical Handbook and keeping pupils' medical supplies up to date (AAIs, inhalers etc).

Communication and record keeping

- To ensure effective information sharing and handover with the Whole-School Health Centre team, DSL, teachers, where appropriate
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken
- Liaise with the relevant member of staff (Teacher, Deputy Head Pastoral , DSL) on issues which arise through the care of pupils in the Health Centre
- Attend weekly staff briefing every Tuesday and other relevant staff meetings as directed
- Meet weekly with the Prep School Deputy Head Pastoral
- Completion of accident reports as required, passing them to the Health and Safety & Compliance Director where required
- Updating medical records on the school database and liaising with parents as necessary if further information is needed
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon
- Liaising with the local GP on medical matters and in order to keep protocols up to date
- Ensuring that, while medical and personal confidentiality is respected, the school observes a "joined up" approach In the care of the pupils

Pastoral Support

- To be a listening ear and one of the firsts "ports of call" on the pastoral team. Knowing when to pass on concerns to the appropriate person

- To be involved in the health education of the pupils and, at times, to help deliver PSHEE or form time to discuss medical or emotional issues with pupils

Skills and Training

- To ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training
- To be willing to complete Level 3 Child Protection training and any other training relevant to the school setting
- The ability to prioritise and manage situations under pressure
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner
- Competent IT skills, including use of word processing, spreadsheets and databases
- Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Prep School Health Centre or the Prep School Office

OTHER PROFESSIONAL DUTIES

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues, punctually and efficiently.
- Attend staff meetings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department as early as possible if they are going to be absent from School
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department
- Take part in the School's performance management scheme and appraisal

TERMS OF EMPLOYMENT

Term time only, with the exception of two weeks at summer to ensure pupil records are accurate and the health centre is ready for the start of a new academic year and welcoming new pupils

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

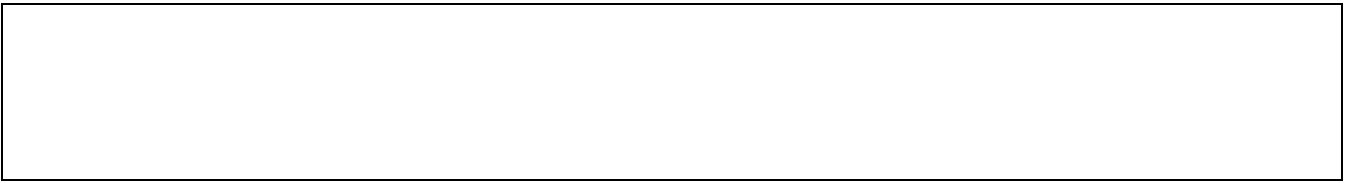
If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

CHANGE & ADDITIONAL DUTIES

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Preparatory School.



JERS – Jan 2022