

## **Role Profile**

### **SCHOOL NURSE**

**TERM TIME plus two weeks (total of 38 weeks)**

**8.30am to 4.30pm**

#### **Purpose**

To provide the school with dedicated support as the primary contact for pupils and colleagues requiring pastoral support and first aid during the school day, showing care and kindness to the person in distress and assessing each individual's requirements for appropriate action. To co-ordinate the student needs in relation to allergens and dietary requirements. To perform the duties of deputy DSL.

#### **Key Accountabilities**

- To be the primary contact for all first aid incidents of pupils and colleagues and to report these incidents on the school medical tracker system including liaison with parents.
- To perform the duties of deputy DSL (training to level 3 will be required) including liaising with students and the school DSL and entering information onto the CPOMs system.
- To ensure that systems and records are in place and maintained in order to comply with the School's First Aid Policy, Dietary Requirement Policy and other policies as required.
- To coordinate and collate the individual Pupil Health Record form for each pupil on roll ensuring specific risk assessments are in place where required. To ensure that this information is entered into the school management information systems (SIMS and medical tracker).
- To ensure that the list of First Aiders is kept up to date and suitably displayed around the school.
- To maintain the Medical Room and First Aid kits around school including ordering additional resources and to ensure that the AED is kept in working order.
- Store, maintain records and administer pupil's medication as required.
- To liaise with the chef manager in order to meet with the parents of pupils with specific dietary requirements to ensure that those requirements are catered for and that a pupil risk assessment is in place where required.

#### **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• IT skills including MS office and email.</li><li>• Good communication skills, both written and verbal.</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• 5 GCSE's including English and Maths</li><li>• First Aid qualification.</li><li>• RGN or RSCN/RN qualification or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Deputy DSL training to level 3.</li><li>• Mental Health First Aid qualification</li></ul>
<b>Experience</b>		<ul style="list-style-type: none"><li>• Previous experience of working as a school nurse or welfare officer within a school</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Caring and compassionate personality.</li><li>• Polite and professional.</li><li>• Organised.</li><li>• Team player.</li></ul>	

## Key Stakeholders:

**Internal – Students, Colleagues, DSL, Parents**

**External – Safeguarding bodies, Catering manager**