



Wychwood School

JOB DESCRIPTION

School Nurse

Nature of the post: This is a part time position for 1.0 hour a week in school from 5.00pm to 6.00pm on Tuesday evenings with occasional training or consultation sessions at other times. The main role for the school nurse is consultative in that s/he will act as an advisor on medical matters to the head and staff especially the housemistresses. The school nurse will also provide emergency, confidential care to full and weekly boarders for whom Wychwood has overall medical responsibility. Wychwood is a small school.

Responsible to: The Headmistress

Works closely with: the junior housemistress as medical lead, the designated safeguarding lead (DSL) and deputy designated safeguarding lead (DDSL), housemistresses and School Counsellor (part-time). At all times, the school nurse will exercise judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children and where boarding pupils are concerned, remembering the school, is *in loco parentis*.

Context

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Girls take GCSE, IGSCE, AS and A2 Levels, and the EPQ qualifications. Public examination invigilation is undertaken by external invigilators. All teachers are required to take part in school duties as required in a boarding school. They are also usually required to play a part in the form teacher and progress tutor teams.

The role requires exceptional communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, the ability to inspire pupils and a co-operative and supportive attitude to colleagues.

Person Specification:

The school nurse will:

- be confident and calm when dealing with a range of accidents, medical and first aid issues
- have a friendly, sympathetic and supportive personality
- be energetic, motivated and enthusiastic
- have the ability to work independently without medical back up on site
- be computer literate.
- possess the ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance
- be willing to make a contribution to the life of the school.
- liaise with the head, housemistresses and counsellor where appropriate
- understand safeguarding requirements

Personal Qualities required:

The school nurse will be expected to

- be a good team player;
- be able to work independently;
- have a good work ethic;
- have a well-developed sense of humour;
- be respectful of and to acknowledge the Christian ethos and heritage of the school;
- be committed to the academic and pastoral ethos of the school;
- be committed to upholding all Health and Safety regulations in force.
- be committed to promoting Wychwood School positively by attendance at Open Mornings and Evenings and supporting whole-school, extra-curricular and outreach events

Skills and attributes:

The school nurse should

- be rigorous and professional in their approach;
- abide by the Wychwood staff code of conduct which may be revised from time to time;
- be able to relate well to teenage girls, and you should like them;
- be able to relate to colleagues, both as part of a team and in areas of training and responsibility;
- be prepared to take advice and to try out new things, and also be able to question;
- be familiar with data protection requirements
- be familiar with the school's ICT policies, especially the e-Safety policy

Professional Responsibilities

When in school, the school nurse should

- provide medical care to pupils and staff on a drop-in basis when in school
- treat pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate
- administer medication according to School policy
- perform necessary health checks to assist with diagnosis
- liaise with parents and staff in accordance with the School policies on medical and mental health
- contribute to the development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities
- provide general advice and training for staff for initial care of pupils with particular medical needs
- provide first aid updates for members of staff, particularly Games staff or those regularly involved in residential trips
- when requested, contribute to topics within PSHEE schemes of work and / or other assemblies
- work with staff to ensure the timely completion of accident reports and following School policy in the submission of RIDDOR reports
- advise the junior housemistress and school on the best ways of ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis
- where necessary, advise the school that the pupil / person should go home safely or to alternative care, e.g. the individual's GP or to hospital
- advise the junior housemistress and the school on the safe storage, usage and disposal of medical supplies and drugs

- advise on the provision and content of first aid kits around the school
- advise on the maintenance of pupil files, medical records, medical appointment attendance records, medical questionnaires and all relevant parental consent forms
- advise on the coordination of immunisation programmes
- advise on raising awareness of medical and health issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff, or updating health issues notice boards
- advise on Health and Safety issues:
- advise the School Health and Safety Committee if requested
- advise on the implementation and regular updating of pupil health care plans

When out of school the school nurse

- may need to update paperwork or records
- undertake research at the request of the head
- should keep a log of time spent on Wychwood work for salary purposes. This will be submitted to the head for approval prior to salary claims.

Holidays

The school nurse is expected to take holidays during the school holidays

Salary

The school nurse is paid at an hourly rate. Details are available from the bursar.