

# Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



## Job Description

### School Nurse

|                                |   |
|--------------------------------|---|
| <b>Job purpose:</b>            | <p>Bedford High School is seeking to appoint an experienced School Nurse to work as part of the wider pastoral and attendance team.</p> <p>This support is designed to meet a wide range of day to day needs, with an intention of safeguarding students, providing health and wellbeing advice whilst minimising student absenteeism.</p> <p>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 a varied but vital one in our whole school community.</p> <p>Your primary responsibility will be to provide health services to students when they are at school. For example, you'll treat injuries and mild to acute sicknesses, or support students with chronic illnesses. You'll also help with preventive care by educating students on how to avoid communicable diseases and having proper hygiene.</p> <p>To succeed in this role, you must have excellent organisational skills and the ability to communicate with children, their parents or carers, school staff and outside agencies.</p> <p>If you meet these requirements, and you also have a genuine interest in improving children's lives, we'd love to hear from you.</p> |
| <b>Reporting to:</b>           | Assistant Headteacher   |
| <b>Responsible for - Staff</b> | None  |
| <b>Liaising with:</b>          | PGO team, Pastoral Manager team, Deputy Headteacher, Pastoral Care and Student Wellbeing, students and parents/guardians, external agencies   |
| <b>Working pattern:</b>        | 2 days per week, term time only   |
| <b>Working hours:</b>          | 8 am – 4 pm. Some flexibility will be needed in order to support students out of hours.   |
| <b>Contract:</b>               | Temporary for 12 months   |
| <b>Base:</b>                   | Bedford High School   |

|                                     |   |                   |  |
|-------------------------------------|---|-------------------|--|
| <b>Grade of post:</b>               | G5 pro rata   | <b>Gauge ref:</b> |  |
| <b>Disclosure level:</b>            | Enhanced  |                   |  |
| <b>Date:</b>                        | June 2021   |                   |  |
| <b>Conditions/Disclosure level:</b> | Post offer is conditional subject to an enhanced disclosure, medical, relevant qualification certificates and references satisfactory to the school |                   |  |

### **Job Outline**

- Provide basic healthcare, including first aid to students in case of injury or acute illness
- Develop individual health plans for students with chronic illnesses and disabilities
- Accurate record keeping in relation to incidents/accidents
- Update students' medical history on school databases
- Maintaining communication with relevant external agencies as required; GP, Health Visitors, CAMHS, etc.
- Ensure compliance with national and local health laws
- Communicate with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- To support the PDE (Personal Development & Ethics) department in the delivery of RSHE topics as required
- Attending regular meetings and/or CPD events
- Ensuring the security and delivery of controlled medicines.
- Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for trips.
- Ensuring that all School 'First Aider' staff have undertaken training and that qualifications are valid.
- Assisting with the organisation of NHS Health immunisations programmes.
- Assisting staff leading educational visit to offer advice and information regarding individual students

### **Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.  
 To have due regard and comply with all school policies  
 To undertake training as required  
 To participate in personal and team reviews/meetings  
 Develop good working relations with other colleagues and students  
 To contribute to the overall ethos/work/aims of the school

### **Health and Safety**

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification / Selection Criteria

### A. Experience

|   | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|---|-----------|-----------|--|
| Experience of working with or caring for children of a relevant age in a learning environment with social, emotional and behavioural difficulties | E         |           | A, I, R,   |
| Experience of new technologies and ICT to support learning  | E         |           | A, I, R, T   |
| Experience of supervising other staff   |           | D         | A,   |

### B. Training and Qualifications

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Relevant Level 3 qualification  | E         |           | A, I   |
| Training in the relevant strategies or a willingness to undertake such training | E         |           | I      |
| 3 x GCSE C or above in Maths and English or equivalent qualification            | E         |           | A, I   |
| Willingness to participate in development and training opportunities            | E         |           |        |

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|  | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Good understanding of the relevant policies/codes of practice and relevant legislation               | E         |           | A, I   |
| Knowledge the national/foundation stage curriculum and other relevant learning programmes/strategies | E         |           | A, I   |

|  | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|--|------------------|------------------|---------------|
| Understanding of child development and learning processes  | E                |                  | A, I          |
| Understanding of statutory frameworks relating to teaching   | E                |                  | A, I          |
| Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment | E                |                  | A, I          |
| Knowledge of physical, intellectual, emotional and social development of children (PIES)                     | E                |                  | A, I          |

#### **D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|   | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|---|------------------|------------------|---------------|
| Ability to use a range of strategies deal with whole classroom and individual behaviour               | E                |                  | A, I          |
| Ability to support and motivate other team members  |                  | D                | A, I          |
| Very good communication skills to deal with both children and adults                                  | E                |                  | I             |
| Ability to constantly improve own practice/knowledge through self-evaluation and learning from others | E                |                  | A, I          |
| Ability to work under supervision and as a team member  | E                |                  | A, I          |
| Ability to organise self and others   | E                |                  | A, I          |
| Ability to deal with minor injuries   |                  | D                | A, I          |
| Professional appearance and conduct   | E                |                  | A, I          |
| A committed lifelong learner willing to undertake further training to suit the needs of the role      | E                |                  | A, I          |
| Flexibility working outside of normal school hours may be required                                    | E                |                  | A, I          |
| The willingness to be generous in time and spirit   | E                |                  | A, I          |
| A sense of humour and positive outlook  | E                |                  | A, I          |
| A determination to succeed  | E                |                  | A, I          |
| Energy, enthusiasm, adaptability and flexibility  | E                |                  | A, I          |
| A willingness to support the schools aim of strengthening links with the community                    | E                |                  | A, I          |
| The ability to build and maintain effective relationships   | E                |                  | A, I          |
| The ability to develop effective teamwork   | E                |                  | A, I          |
| The ability to anticipate and solve problems creatively   | E                |                  | A, I          |
| The ability to demonstrate loyalty and confidentiality  | E                |                  | A, I          |
| The ability to prioritise and manage time effectively   | E                |                  | A, I          |

**E. Legal Issues**

|                                    | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|------------------------------------|------------------|------------------|---------------|
| Legally entitled to work in the UK | E                |                  | A, I          |