

# BROMSGROVE SCHOOL

<b>Job Title:</b>	<b>School Clinic Nurse/Paramedic</b>
Reports to:	Clinic Manager
Line Manager:	Director of Health & Wellbeing
Hours of Work:	<b>Term time only plus one week for Induction of new pupils each year (end of August).</b> This role will require that you work in the Clinic and across our Whole School Community on a 2 Weekly work pattern as follows: Week 1 Monday to Friday Clinic 8am-4pm. Week 2 Monday to Friday on call from 4pm overnight – admin & pastoral evening visits to Boarding Houses. Weekend on-call cover 24 hours until Monday 8am, Saturday sports clinic.
Rate of Pay:	Salary dependent on level of qualification and experience.
Holidays:	Other than as specified above you will be entitled to all School holiday periods. You will also benefit from a paid holiday entitlement of 6.4 weeks per annum.
Sickness benefit:	During the probationary period Nil During the first year, two weeks of full pay During second year, six weeks of full pay During years 3-5, eight weeks of full pay During years 6-10, ten weeks of full pay During year 11 and thereafter 12 weeks of full pay
Pension Scheme:	A Contributory Pension Scheme is available.
Additional Benefits:	Potential onsite accommodation. Free meals whilst on duty.
Training:	Training requests will be supported where appropriate through the school's training budget.

## GENERAL OVERVIEW

The School Clinic Nurse will work as part of the Health and Wellbeing and Boarding House Teams to provide a clinically effective, high-quality service of nursing care to pupils, and first aid care to all members of the school community during the day. A particular focus will be the overall health of our boarding pupils during the evenings and weekends. Involvement in the wider life of the school is expected.

## JOB RESPONSIBILITIES

- a) To work as part of the Health and Wellbeing team to care for unwell, injured, and distressed children until further care can be arranged with parents, guardians, other health professionals, or hospital.
- b) Dispense drugs as appropriate and to arrange and supervise vaccinations.
- c) To work with the Clinic Manager to promote a receptive, welcoming, and calm environment for pupils to access.
- d) To actively work with the pastoral teams in the boarding community providing 24- hour physical health support and advice for staff looking after boarders, and with wellbeing support whenever required.
- e) To attend the Boarding Houses in the evenings on a rota basis to provide a Health and Wellbeing service.
- f) To support boarding pupils with Special Medical Needs to ensure their needs are met in School, and that they and their families manage their condition effectively for their age.
- g) If required, to support Housemothers by escorting pupils to confidential medical appointments off site.
- h) To oversee standards of healthcare, health advice and administration of medicines given by boarding staff and Housemothers.

- i) To work within the whole School community to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary.
- j) To work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. mental health, asthma, diabetes, epilepsy, anorexia or eating disorders, etc.) to enable them to attend and benefit from School.
- k) To contribute to the delivery of School emergency/business continuity plans including a response to outbreaks of communicable diseases.
- l) To work with teaching staff and the DSL to identify and act to safeguard boarders at risk of harm.
- m) To uphold medical confidentiality in line with legal duty of confidentiality to pupils and maintain medical records accurately.
- n) To ensure that all dispensed treatment given and supplies used are recorded.
- o) To maintain and improve professional knowledge and competence, keep up to date with professional, clinical and nursing issues relevant to work in schools.
- p) To work with PSHE staff to deliver teaching sessions to students (CPR, anaphylaxis, choking etc).
- q) To be the School asthma lead.

This job description is not intended to be fully comprehensive and will be subject to regular review.

### Person Specification

#### Skills Required

Excellent written and verbal communication skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
High standard of clinical work, decision making and competence	Essential
Awareness of cultural differences and to embrace the School's multicultural composition	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills	Essential
Ability to embrace, initiate, manage and sustain change positively	Desirable
Good IT skills, sufficient to handle the maintenance of a school database of pupil medical details e.g. working knowledge of Microsoft office Excel, Word, Access, Outlook email, Office 365	Essential
Ability to undertake and write risk assessments	Essential

#### Knowledge Base

Awareness of current developments in school nursing services, primary care and health promotion	Essential
Knowledge of assessment of health needs of the school aged population	Essential
Awareness of current developments in public health services and legislation	Desirable
An understanding of the principles of public health/community development, safeguarding, child surveillance programmes and accident prevention	Essential
Knowledge of safeguarding procedures and confidentiality issues	Essential
Knowledge and understanding of the process of risk assessment and risk management	Desirable

#### Qualifications/Attainment

	Level	
Appropriate nursing or paramedic qualification e.g. RGN, RSCN or RN Child, Paramedic Science Can show relevant and up to date CPD	Min 2 yrs. post registration experience	Essential
Clinical experience within the last 12 months		Essential

Evidence of commitment to continuing professional development		Essential
Car driver		Essential
Current NMC/HCPC Registration		Essential
Post registration training, e.g. Asthma, Diabetes, Sexual Health, Mental Health, health promotion		Desirable
School Nursing Cert., Specialist Practitioner Degree		Desirable
Up to date First Aid at Work Qualification		Desirable
Primary Care experience		Desirable

### **Experience**

Experience with working with children and families		Essential
Sports injuries training		Desirable
Some experience in counselling		Desirable

### **Attitude/approach**

Professional and approachable attitude		Essential
Caring and nurturing		Essential
Enthusiastic re professional development and willing to learn and undertake further training		Essential
Motivated and flexible		Essential
Team Player		Essential
Reliable		Essential
Well Presented		Essential
Proactive approach to work		Essential