

JOB DESCRIPTION

Job Title	Senior School Nurse
Department	San Medical Centre
Function	Pastoral
Reports to (Job Title)	Head of Safeguarding
Location	Rugby School

JOB PURPOSE

Responsible for the effective management and operation of the San Medical Centre. To provide a clinically effective, high quality of nursing care and health education to the pupils. Ensuring excellent standards of pupil welfare are maintained at all times, meeting the requirements of the National Minimum Standards for Boarding Schools. Responsible for the nurses within Rugby School and the San Medical Centre Administrators.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Based at The San Medical Centre are the Rugby School Nurse team, the Rugby School Counselling team, the San Administrators. Medical Care and Support is provided by a team of GPs from The Revel Surgery who visit daily on weekdays. A team of physiotherapists from Rugby Physiotherapy & Sports injury clinic support pupils and staff with clinics. A specialist sport doctor provides medical care on Saturday afternoons.

The role of the Senior Nurse is a 35 week/year post and is crucial in effective management and operation of the San Medical Centre, ensuring high standards of care and leadership of the nursing team. The role of the Senior Nurse requires close working relationships with the Head of Safeguarding, the Senior School Counsellor and Emotional Well-being Lead, School GPs, Operations Manager, House staff and the wider School community. The Senior Nurse is also expected to develop links with the Independent Schools Nurses Forums and local service providers.

Due to the varied nature of the role, the following is a list of the typical duties and responsibilities which is meant to be illustrative rather than exhaustive.

General Management of San Medical Centre

- To lead the San team in all aspects of their work
- To annually audit the San service and make adjustments to the San Medical Centre operation accordingly
- To identify staff training needs, provide training and maintain accurate and up-to-date records
- Add relevant medical information to iSAMS (database) and EMIS and ensure that the San team maintain exemplary records, ensuring the accurate and rapid retrieval of information
- Be responsible for the development of policies and protocols relevant to health care
- Ensure high standards of care and support for students at the San Medical Centre
- To act as a role model for the rest of the team
- To ensure appropriate nursing cover in the San Medical Centre during opening hours

- Assist with the recruitment of Rugby School and Bilton Grange Nurses, and the wider San Medical Centre staff
- To support and mentor junior members of the team
- To report any errors, omissions or complaints to the Head of Safeguarding and be prepared to investigate such matters
- To liaise with the Deputy Senior Nurse on a regular basis
- To hold termly team meetings
- To participate in clinical supervision
- To oversee dispensing of drugs in line with the School's drug protocols
- Ensure that the San Medical Centre is well stocked and has appropriate equipment and medical supplies, checking all expiry dates regularly
- To be responsible for the budget for the San Medical Centre
- Communicate and liaise with the School GPs, Physiotherapist, and Counselling team
- To operate procedures for the safe disposal of clinical waste

Role within the School

- Involvement in all health-related aspects of School life
- Ensuring that the San Medical Centre is a welcoming place for pupils and staff
- Provide medical advice and first aid kits for staff taking pupils on trips
- To build up good working relationships with the boarding Hms and Matrons
- To carry out any other duties as required in a pro-active way and to accept the School's principles of teamwork and flexibility.
- To attend weekly meetings with the Head of Safeguarding to discuss pupils of concern
- To attend regular meetings with the Head of Safeguarding to discuss the management and operation of the San Medical Centre
- To attend termly meetings with the Lead School GP
- To attend Health and Safety meetings as required
- Prepare a report for and attending the termly Student Pastoral Welfare meetings
- Undertake the Designated Safeguarding Lead training in order to support the Head of Safeguarding
- To report and Safeguarding and Child Protection concerns and to review CPOMS (the School's Safeguarding reporting software)

Clinical Responsibilities:

- To provide a high standard of care to students, and first aid care of staff and visitors as necessary
- To recognise emergency situations and deliver emergency care as necessary
- To deliver first aid as per training
- To complete new student medicals
- Complete Leavers Health Checks as required
- Provide immediate nursing care for students when ill or injured, and provide treatment as appropriate to initiate further care
- To maintain confidentiality at all times as per the NMC Code of Conduct
- If necessary, coordinate the transfer of any pupils to the A&E department
- To promote effective communication with all members of the multidisciplinary team
- Communicate with House Staff regarding aspects of student's care
- Report any safeguarding concerns to the Head of Safeguarding as per school policy

- Be aware of own limitations and seek advice/support from The Revel Surgery or Head of Safeguarding where appropriate
- Be aware of and follow infection control procedures
- To maintain professional registration and complete revalidation as per NMC requirements
- To administer immunisations as per the Child Health Immunisation Schedule
- To provide travel health assessments and administer appropriate immunisations
- To obtain specimens when required and transfer to labs for processing
- To provide wound care
- To identify students with additional health needs and to prepare care plans accordingly, ensuring students are supported at all times

Health Education

- To promote health education throughout the School population
- To ensure the provision of and access to a range of publicity materials on issues relating to student health
- To provide information on current Health Education topics, keeping all notices in the San Medical Centre updated with all the relevant information
- To write and present training to large groups of staff, parents and students, as necessary
- To participate in the induction programmes for new students
- To ensure the participation of the nurse team in the delivery of the PSHE programme across the School
- To ensure staff are updated regarding health needs of students and to provide medical education and training to staff as required

Named nurse for School Houses

- To develop good communication between individual Houses and San Medical Centre
- To be aware of all students with additional health needs in the Houses
- Prepare, review and update Individual Health Care Plans
- To provide emotional support for students and staff
- To ensure compliance with NMS Standard 9 and complete House medical checks annually
- To develop good relationships with parents of students in Houses
- To advise and support medicines management in the Houses
- Health promotion
- To support staff training on medical needs

All employees of Rugby School have a responsibility for promoting and safeguarding the welfare of children and young people

Other information

Hours of Work

- A rotational shift pattern covering days, evenings and weekends during term time with 3 weeks (pro rata) additional hours spread over the whole school holidays.

Other benefits.

- There is a stakeholder contributory pension scheme and group life assurance; NMC fees; there is free sports membership and subsidised School fees.

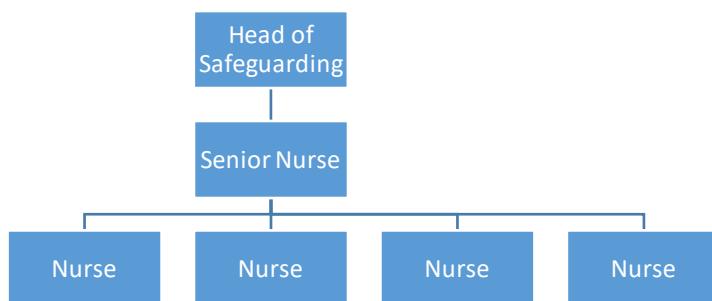
N.B. The job description must be viewed as a flexible document to be developed in line with the emerging needs and priorities of the School, and by negotiation and agreement with the Head of Safeguarding

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

RELATIONSHIPS

Internal	Students Staff
External	NHS staff Doctors Medical practice

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> ➤ Relevant Degree ➤ Registered Nurse on the NMC register ➤ A good standard of general education ➤ Continuous professional development 	<ul style="list-style-type: none"> ➤ First Aid Certificate ➤ Registered Children's Nurse ➤ ENB 998/Teaching & Assessing Qualification ➤ SCPHN (Specialist Practitioner Public Health Nursing) – School nursing 	<p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p>
Experience	<ul style="list-style-type: none"> ➤ Minimum 5 years' experience as Nurse ➤ Up to date knowledge of current clinical and professional issues ➤ Experience of leading and managing a team ➤ Excellent IT skills (able to use databases and Microsoft Office applications) ➤ Ability to write and present training to large groups of adults and students ➤ Experience in maintaining training and personnel records ➤ Experience of working with children and young people ➤ Excellent communication and interpersonal skills ➤ Demonstrable organisation skills ➤ Experience of working with Child Protection cases. 	<ul style="list-style-type: none"> ➤ Experience of working in the independent education sector ➤ Experience of managing a medical centre ➤ School Nursing experience ➤ Experience of service auditing and improvement ➤ Minor Illness and Injury experience ➤ Experience as a First Aider ➤ Sport/Minor Injuries experience ➤ Experience of Occupational Health ➤ Experience working as a Practice Nurse ➤ Experience of providing travel-health advice and administering vaccinations ➤ Phlebotomy ➤ Mental Health experience ➤ Anaphylaxis experience ➤ Sexual Health experience ➤ Asthma experience ➤ Epilepsy experience ➤ Training/teaching experience ➤ Experience of managing budgets 	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities	<ul style="list-style-type: none"> ➤ Approachable and able to form good relationships with children and young people, members of School staff, parents and visitors ➤ Able to work with diplomacy and discretion ➤ Able to work flexibly 	.	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

<ul style="list-style-type: none"> ➤ Methodical and accurate approach to work ➤ Proactive and enthusiastic ➤ Motivation to work with children and young people. ➤ Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ➤ Emotional resilience in working with challenging behaviours. ➤ Positive attitude to use of authority and maintaining discipline. 		
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