



JOB DESCRIPTION - SCHOOL NURSE

Job Element	Detail
Job Title:	School Nurse (part-time for the equivalent of three days per week)
Reporting to:	Managing Director and School Principal
Working with:	Students and Staff and, on occasion, visitors
Start Date:	ASAP
Department/Location:	A-level Department Oxford International College 1 London Place Oxford OX4 1BD
Nature and Scope of the role:	<ul style="list-style-type: none"> ✓ The School Nurse is responsible for the medical care of pupils (from 15 to 19 years of age). ✓ The School Nurse reports to the Managing Director and Academic Principal.
Job Description:	<ul style="list-style-type: none"> ✓ To be committed to the welfare and health of every member of our community. ✓ To ensure you comply with the NMC Code of Professional Conduct ✓ To deliver high quality nursing care to pupils and staff and, on occasion, to visitors.

- ✓ To provide first aid, emergency care and the first step of confidential counselling and health advice to anyone within our community seeking help.
- ✓ To ensure that medical care is available to pupils on an immediate or an emergency care basis.
- ✓ To attend to the clinical needs of any student who visits the Medical Room for short-term treatment.
- ✓ Where necessary, to supervise getting the student back to the boarding house safely or to alternative care, for example the GP or to hospital.
- ✓ To communicate as appropriate with parents and those who have care of pupils including the Student Welfare Manager, House parents and Wardens and the Director of Studies (where classes are missed).
- ✓ To be aware of College Policies and Procedures relating to Child Protection, COVID-19 and other policies in the Staff Handbook.
- ✓ To assist pupils to manage long term conditions e.g. diabetes, asthma, eczema and to be continually aware of pupils with underlying medical conditions.
- ✓ To administer medication as required.
- ✓ To make appointments on behalf of students, enable them to obtain prescriptions and to liaise with staff about any concerns, maintaining accurate records which will be shared with the Student Welfare Manager.
- ✓ To ensure First Aid resources are audited and replenished as necessary and that kits are available for college trips.
- ✓ To ensure the safe storage, usage and disposal of medical supplies and drugs.
- ✓ To ensure that all new boarders with a medical condition have medical appointments at the earliest opportunity.
- ✓ To ensure comprehensive notes and records are made in relation to incidents/accidents, and reported to relevant staff as necessary within the appropriate confines of confidentiality.
- ✓ To create and/or implement existing care plans for pupils with specific health care needs and to support and monitor non-qualified staff in the safe and effective delivery thereof.
- ✓ To draft and update an essential care list of pupils' medical conditions.
- ✓ To oversee the implementation of health screening checks, such as sight and hearing checks and immunisation programmes in association with area guidelines.
- ✓ To actively support the emotional well-being of all pupils and to refer pupils to the College Counsellor where appropriate.
- ✓ To provide information to the Student Welfare Manager to ensure timely maintenance of pupil files, medical records and medical centre attendance records
- ✓ To provide clinical care to anyone in need on school premises.
- ✓ Where helpful and appropriate to assist in the delivery of health education topics to support the school's PSHE programme.
- ✓ To deliver INSET to staff as and when necessary.
- ✓ To act at all times within the Nursing and Midwifery Code of Professional Conduct.
- ✓ To keep accurate records, ensuring that the Medical Records System is up to date.
- ✓ To be smart and professional in appearance.
- ✓ To respond to emails promptly.

<p>Child Protection, Discipline, Health & Safety</p>	<ul style="list-style-type: none"> ✓ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. ✓ To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities. ✓ To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises. ✓ To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.
<p>Critical Success Factors</p>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> ✓ Kind and caring with a calm demeanour. ✓ Approachable and enthusiastic. ✓ Qualified and experienced. ✓ Professional and discreet. ✓ Have excellent communication skills. ✓ Responsive in a timely manner. ✓ Enjoy working with young people.
<p>Guiding Principles</p>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. • We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. • The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.
<p>Holiday</p>	<p>17 days per annum + public holidays (pro-rata)</p>
<p>Hours of work</p>	<p>To be determined. The suggested hours are three 7.5 hour days per week.</p>
<p>Salary & Benefits</p>	<p>£32,000 - £40,000 pro rata (depending on experience) College Pension</p>

The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.

Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.