



# WREKIN

## **Job Description**

### **School Nurse (part time)**

1-2 days a week term time only plus inset days. Equivalent nursing band 5. Hours are flexible: one day requirement is 07.30am-6.30pm, including 30 min lunch and two 15 min breaks; there is the potential for a second half day and Saturday fixtures as required. Occasional bank hours would also be available.

### **Introduction:**

Wrekin College has its own medical centre, which is located in a separate building within the grounds. It is staffed by three state registered nurses, two full-time and one part-time. The School Doctor is appointed through an arrangement with a local medical practice, which provides appointments for pupils either via telephone or in-person.

The small team of nurses who provide care for pupils, staff and visitors during the school day. We have an exceptional working relationship with our Academic and Support Staff, Pupils, Parents, School Counsellors, and external agencies. We are seeking a caring, practical, and enthusiastic individual to join the school nursing team to replace a member of our team that is retiring.

The candidate will be required to work both autonomously and as a key part of the team. Each School Nurse works lone shifts, with the usual short handover period, and extra cover on certain busy sport fixture days. The purpose of the School Nurse is to provide a high quality service of care and first aid to pupils, all members of staff, and visitors. The person appointed will need to be prepared to work flexible rosters to cover any sickness within the small team. The post holder must be physically able to undertake all requirements of the post and to use any equipment available according to health and safety guidelines.

### **Key Responsibilities:**

- Oversee the general medical needs of both pupils and staff.
- Care for the sick and injured.
- Recognise the needs of young persons in a boarding educational setting.

- Work with parents, carers, and specialists to help implement Individual Health Care Plans for pupils with complex needs and conditions.
- Be present at home fixtures and capable of administering first aid
- Assist with ensuring all allergen information is kept up to date.
- Participate in the care and support of students with both physical and mental health.
- Report any concerns to the School Nurse Manager.
- To provide a high standard of service to pupils, staff and visitors, within Nursing and Midwifery Council guidelines
- Collection of food for patients in liaison with the school kitchen.
- Excellent communication skills, both verbal and written, with pupils, staff, parents and outside agencies.
- Arranging Doctors appointments as necessary.
- Maintenance of pupils' mental and physical health and safety.
- Computer literate. Able to maintain accurate and excellent medical and nursing records using software such as iSAMS and CPOMS.
- Assist with undertaking new boarding pupils' school medicals.
- Liaise efficiently and effectively whilst maintaining medical confidentiality within NMC professional guidelines.
- Responsible for promoting the safeguarding and the welfare of all pupils and reporting any concerns to the Nurse Manager and Senior Deputy Head (Pastoral). Ensuring compliance with our safeguarding policy.
- Providing written handovers to other colleagues.
- Maintaining confidentiality at all times.
- Recording and dispensing of medicines in accordance with school policy.
- Team player
- Be responsible for all first aid boxes and first aid bags for sports and trips
- If an applicant were prepared to stay occasionally overnight to supervise a pupil, that would be looked upon favourably

### **Person Specification**

#### **Required:**

- Registered General Nurse or Registered Children's Nurse
- Registered with Nursing and Midwifery Council (NMC) Part 1, with current PIN and revalidation.
- Minimum of two years post-registration experience.
- Current First Aid Certificate.
- A professional manner with all stakeholders.

#### **Desirable:**

- Accident & Emergency experience.
- Experience of working with young people regarding their mental health.

**Application Procedure:**

Application forms are available on the school website: [www.wrekinoldhall.com](http://www.wrekinoldhall.com) from The Bursary on 01952 265600 or by e-mail from [hr@wrekincollege.com](mailto:hr@wrekincollege.com). The completed forms should be returned to The Bursar, Wrekin College, Wellington, Shropshire TF1 3BH.

**Closing Date: 16<sup>th</sup> September 2024**

**Terms of Appointment:**

Any appointment will be subject to:

- Receipt of satisfactory references
- Clear Enhanced DBS certificate
- Proof of ID and right to work in the UK
- A six month probationary period
- Occupational Health Medical.