



Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title:</p>	<p>Senior Nurse</p>
<p>Summary of the role:</p>	<p>The Senior Nurse is an NMC registered professional (Nurse or Midwife) who will manage the School health centre with a multi-professional and holistic approach to student care.</p> <p>As an integral part of the pastoral team, the Senior Nurse will work to facilitate positive student development; promoting and providing intervention services to support the physical, mental and emotional health of children and young people from 3 to 18+ years.</p>
<p>Line management responsibility for:</p>	<p>Health Centre team (NMC registered professionals)</p>
<p>Safeguarding requirements:</p>	<ul style="list-style-type: none"> • Engage in regulated activity relevant to children • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Managing day to day accidents, incidents or distress that affects the students' physical, mental and emotional wellbeing • Responding quickly, calmly and effectively to emergency situations within the school environment, including physical health emergencies and mental health crisis. • Communicating effectively with students, parents/guardians, Boarding Houseparents, school staff, GP and other healthcare professionals • Developing and maintaining systems and processes to ensure high-quality record keeping.



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	<ul style="list-style-type: none">• Overseeing the first aid supplies throughout the school campus• Carrying physical and mental health promotion and public health initiatives• Supporting the planning and implementation of individual healthcare plans and individual wellbeing plans to support students with medical/mental health conditions or disabilities• Managing the health centre budget• Planning, and evaluating appropriate policies and protocols and to ensure relevant staff understand these procedures• Supporting staff CPD and carrying out staff training in recognising and managing physical or mental health conditions• Working closely with senior managers to ensure best practice guidelines are adhered to in relation to the physical and mental health throughout the school• Attending weekly safeguarding meeting• Attending TAC/TAF meetings as and when required• Communicating with outside agencies as required• Writing referrals for students as required• Key point of contact for Staff wellbeing
Line management duties and responsibilities	<ul style="list-style-type: none">• Leading the Health Centre team as the senior practitioner• Running weekly meetings with the Health Centre team• Carrying out annual staff performance reviews



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You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Be registered on the NMC register (all disciplines – training will be provided to support the successful candidate to meet the requirements of the role) • Up to date with revalidation 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Able to demonstrate up to date relevant CPD: (up to date relevant training will be provided) Safeguarding First Aid at work including paediatric resuscitation Mental Health First Aid • Have a clean driving licence for taking boarding students to appointments 	<p>Production of the Applicant’s certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p> <ul style="list-style-type: none"> •
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in</i></p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p>



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	<p><i>the role</i></p> <ul style="list-style-type: none"> • Minimum of 5 years' experience as a health professional • Experience of working within a multi-professional team 	<ul style="list-style-type: none"> • Experience of managing a multi-professional team • Experience of working with school age children • Have experience of working with children and/or young people with mental health concerns • Have experience of effectively managing a department budget 	<p>Professional references</p> <p>Contents of the application form</p> <p>Interview</p> <p>Employment reference</p>
<p>Skills, abilities and competencies</p>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent communication skills • Confidence to manage physical or mental health emergencies • The ability to explore sensitive issues, with tact and patience • Effectively manage and maintain records and with professional accountability 	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Able to carry out health and wellbeing education to groups of children and young people • The ability to deliver staff training to support the health and wellbeing needs of students 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Have a clear working knowledge of your professional responsibilities, maintaining personal and professional development • A clear understanding and working knowledge of confidentiality • Knowledge of emotional distress school students might experience • Knowledge of safeguarding practice 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Have a working knowledge of mental health concerns that affect young people • Have a knowledge of childhood illnesses • Have knowledge of the KCSiE document 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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<p>Attitude and Behaviours</p>	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours (if applicable to role) • positive attitude to use of authority and maintaining discipline (if applicable to role) • The ability to calmly manage students' health and wellbeing needs, parents' expectations, and international differences in healthcare • A flexible approach to working hours 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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	<ul style="list-style-type: none">• A responsible attitude to work• Team leadership qualities• Works well as part of a team• A non-judgmental approach• Display, kindness, understanding, empathy and commitment to all those whom you care for		
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