

## School Nurse Job Description

### Queen Margaret's

Queen Margaret's is an independent boarding and day school for girls aged 11-18, located in Escrick Park six miles south of the city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Excellent pastoral care, inclusion and opportunity are hallmarks of a QM education.

### Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a freethinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

### Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve **excellence** inside and outside the classroom
- develop an enthusiasm for **independent** thought, learning and research
- grow with emotional maturity, social awareness and **respect** for individuality and difference
- forge special **friendships** that will stay with them for the rest of their lives
- be interesting, well informed, happy and confident members of the **community**

### School Nurse

The School Nurse will form part of a team, led by the Senior Sister, who work on a rotating roster so as to provide a clinically effective, high quality service of nursing care to pupils and, with others to provide first aid care to all members of the School community.

The nurses are professionally accountable to the Senior Sister, will liaise with the School Medical Officer (SMO), her practice partners and practice nurses from the SMO's practice. The nurse will interact with the Head, the Senior Deputy Head, the Director of Boarding, House staff, Sports Staff and Bursar to ensure that there is an effective understanding of health issues in the School that problems do not go undetected and that good health is promoted throughout our community.

The successful candidate will be calm, capable, warm, welcoming and sensitive to the needs of others.

Responsible to Senior Sister → Director of Boarding → Head

**Main Duties and Responsibilities**

- Support the Senior Sister in providing an excellent healthcare service to the students and staff at Queen Margaret's.
- Be familiar with Queen Margaret's Policies in particular Medical Policy and Safeguarding Policy.
- Be responsible for the efficient running of the Health and Wellbeing Centre when on duty offering a kind and caring approach.
- Meticulously administer medicines, from 'over the counter' to prescribed medications, ensuring the School's policy on administration of medicines is adhered to.
- Be able to work within the nursing team to supervise the storage of medicines in House, assisting and guiding the House staff when needed.
- Have the expertise to care for acute sporting injuries alongside day to day common health issues.
- Provide excellent care and compassion for girls with emotional needs, directing and guiding them to get the right help when appropriate.
- Work closely with other healthcare professionals employed by the School, School GP, Physiotherapist and Emotional Wellbeing Practitioner, facilitating appointments as needed and maintaining confidentiality as appropriate.
- Be able to communicate well with every member of staff at Queen Margaret's, via email or direct conversation.
- Be involved in periodic checking of First Aid kits throughout the school, other emergency equipment, replenishing kits, checking in and out First Aid kits for School trips and managing regular stock takes when asked to do so.
- Review risk assessments for the medical aspects of the trips and provide additional education to the staff on high risk girls.
- To take part in some aspects of the PSHE programme, showing an interest in teaching the girls and working enthusiastically within the PSHE teaching team.
- Maintain confidentiality at all times, record events as they happen, or when time allows, recording detailed notes onto the School's iSAMS system.
- Liaise with parents and carers when appropriate but being mindful of Gillick Competence, the wishes of the girls and the needs of the parents and carers.
- Act quickly in an emergency and make sound clinical judgements.
- Assist House staff during the night as required, being flexible and approachable.
- Work professionally with the Designated Safeguarding Leads, Pastoral Team and House staff with open lines of communication, sharing information when appropriate and safe to do so.

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- Work closely with other members of the Health and Wellbeing Centre team to ensure seamless and continuous care.
  - Have an involvement and awareness of health and safety issues within the School affecting staff, girls or the environment.
  - Use evidence based practice to provide excellent nursing care, drawing on previous experience and having the drive and ability to adapt to new styles of caregiving.
  - Keep up to date with current practice to maintain your professional development and registration within NMC guidelines, being organised with the necessary documentation to support your Revalidation process and be ready to submit this on time.
  - Take on new ideas and projects with health promotion or developments in best practice.
  - Be proactive with your own nurse education and share experiences within the nursing team.
  - Participate in the School's Appraisal System.
  - Work within the team to provide the NHS Immunisation and Vaccine Team with relevant information across the school to provide the girls with the correct care when Immunisations and Vaccines are planned.
  - Provide the correct information and training for staff regarding potential exposure to Bodily Fluids and follow the correct procedure for the disposal of clinical waste and sharps.
  - Work closely and patiently with all staff on the care of girls with Diabetes, Allergies and Asthma, providing relevant current information on a new diagnosis and provide reassurance and education to staff in immediate contact with these girls.
  - Be flexible with hours, although rosters are fixed as far as possible and usually rotate over a 3 week period (depending on the school year), from time to time nursing staff are required to be on duty at special events, including Speech Day.

**2. Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Educational</b>	Registered Nurse with a valid NMC PIN number	First Aid qualification or experience
<b>Experience</b>	Minimum of 12 months post registration experience Experience of working with paediatrics or teenagers	Experience in mental health Wide and varied employment history Experience of teaching or education
<b>Skills and abilities</b>	Confident to work independently Organised with good time management skills IT skills	
<b>Personal</b>	Calm, professional and caring approach Flexible with hours	
<b>Motivation</b>	Love of nursing Strong empathy with teenage girls	

**3. Confidentiality**

In the course of your employment you will have access to confidential information relating to girls and their families. You are required to exercise due consideration in the way you use such information and should not act in any way which might be prejudicial to the School's interest. Information which may be included in that category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times.

**4. Data Protection**

The School is registered under the Data Protection Act 1984. You must not at any time misuse the personal data held by the School or disclose such data to a third person.

**5. Hours of work**

The hours of work will usually be based on 24 hour shifts on a rota system with the other nurses as on-call provision is made to support Boarding staff outside the hours when the Health and Wellbeing Centre is closed. We are happy to consider applications from individuals who seek full time or part-time work. In addition to working term time, including participating in and arranging the on call rota for nights and weekends in order to meet the needs of the service, there is a requirement to ensure cover is in place for additional periods outside the School term when the Health and Wellbeing Centre is required to operate.

### Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will include relevant School policies, will be documented in due course.

- The appointee will receive a salary following the School's own pay structure paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay
- This appointment is the subject of a probationary period of three months and that period may be extended further following performance review.
- The appointee will be expected to participate in an annual appraisal and complete appraisal of others as required.
- The appointee will be eligible to join QM's own staff pension scheme. This is a contributory money purchase scheme (currently 6% employee and 8.4% employer).
- Meals will be provided during term time while on duty.
- Overnight accommodation is provided while on duty.
- The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head including attendance at Training Days as required, will not normally be required to work during normal school holidays.
- The appointee is required to give the School three months' notice of his/her intention to leave this post.
- The School's Family Leave Policy which sets out its policy on maternity, adoption, paternity, shared parental and bereavement leave is available in its current form on the School's VLE.
- The School's Staff Discipline Policy which sets out details of the School's disciplinary and grievance rules and procedures is available in its current form on the School's VLE.
- All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the School's Designated Safeguarding Lead and Head.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### Queen Margaret's

Escrick Park

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[www.queenmargarets.com](http://www.queenmargarets.com)