

<b>Job Title</b>	School (Staff) Nurse
<b>Reports to</b>	Senior Nurse Manager

**Job Purpose**

We are seeking to appoint an enthusiastic and committed individual to join the College as a School Nurse with the Health Centre department. The role of the School Nurse is to provide nursing care to pupils and first aid to staff. You will also be responsible for providing basic assessment of minor illness and injury, monitoring long-term conditions, keeping records of patient consultations, drug administration and updating immunisation records. You will also run nursing clinics such as morning surgery, asthma, vaccination and wound care clinics.

**Key Tasks and Responsibilities**

- Responsible for providing nursing care for in-patients and out-patients
- Ensure observations of in-patients are updated regularly and recorded accurately
- Responsible for the general care of pupils who are unwell in the Health Centre, supplying them with a light meal if required (the College provides training on food hygiene)
- Supervise morning surgery with the doctors; ensuring pupils who are in-patients are seen daily by their doctor
- Assist with care of out-patients including triage, venepuncture and wound care
- Responsible for administration of medicines and treatments; including asthma care and allergy care
- Carry out assessments and provide treatment of minor injuries and sport injuries
- Provide travel immunisations and routine immunisations
- Be involved in health promotion and health education of a variety of topics
- Ensure medicals are carried out for all new pupils, accurately updating their records (with height, weight, urine, BP, VA, PEFr, etc)
- Active participation in training and team development activities, including training sessions for Dames on subjects such as but not limited to asthma, epilepsy and anaphylaxis
- Provide "First Aid" care to college staff while on site
- Exhibit a flexible approach to working on a rota basis of late and early shifts, which will include being on-call at night and to provide necessary cover where needed
- Promote good general nursing care
- Work within the relevant legislation, policies and procedures
- Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility
- Commitment to and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Last Updated: September 2022

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

**Stakeholders**

The Staff Nurse will have the ability to work independently as well as part of a team. Key stakeholders include, but are not limited to:

- The Health Centre
- Pupils and parents of pupils
- Colleagues across the organisation, including House Masters and Dame
- Individuals outside the College, including local medical services

**Skills and Competencies Required**

To be successful in this role, the incumbent should have the following:

- Registered Nurse with valid NMC PIN
- Education or continuing education within nursing; with a minimum of 1 year post registration experience
- Good IT skills
- Dual qualification RN/Child Branch is desirable
- Clear understanding of the NMC code of conduct
- Experience working with immunisations, diabetes, asthma and minor injury/illness is desirable
- Experience in health education and health promotion is desirable
- Experience of working with young people in a school environment is desirable
- Well organised with an eye for detail
- Confidence to use own initiative, but also know when to ask for help and guidance
- To be able to work in a team
- Great communication skills

**Working Pattern**

- Working weeks are 40.6 per year (which includes 5.6 weeks of holiday)
- When a Bank Holiday falls during a School term there is a requirement to work on that day, and this is already included in the salary. You are required to take your paid holidays (including any additional days in lieu) during the school holidays, excluding the three days before the start and end of term.

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