JOB DESCRIPTION
Head Nurse

Department Medical (affiliated to Operations)

Line Manager Chief Operating Officer

Role
To assess, plan and deliver care to meet the health needs of the school community within St Paul’s School and Colet Court, focusing, in priority order, on the boarders, day pupils, and members of staff. The Head Nurse will lead the team that delivers health provision to the through the Healthy Child Programme for the 7-18 age group. The Head Nurse is expected to manage and delegate work to the team, ensuring the specific skills of the practitioner are used to assess, plan and deliver care to meet the health needs of the school community, working closely with other partner agencies in order to improve health outcomes. The Head Nurse will be accountable for all clinical and school related compliance requirements.

Main duties and responsibilities

- To provide and manage a comprehensive, needs and target led School Health Service to the school community. The school community comprises of the pupils and staff.
- To provide and manage emergency medical care, as required, to the school community and all visitors to the school site.
- To provide and manage a confidential counselling and health advice service.
- To coordinate nursing cover for both St. Paul’s and Colet Court.
- Ensure robust systems are in place for recruitment and selection, mentorship, appraisal, performance management, clinical and safeguarding supervision, training and development of the nursing team.
- To demonstrate expert skills in School Nursing and clinical leadership, advising colleagues on clinical intervention and safe practice.
- To assist in the provision of advice, management and care to sports injuries sustained by the pupils. This will include the coordination of subject matter experts (such as physiotherapists) in the provision of specialist care.
- To identify, prioritise and implement programmes of care that meets the public health needs of the school age population, in accordance with the Healthy Child Programme.
- To develop and implement up to date regular health promotion initiatives on specific health issues and to specific groups and individuals in line with identified pupil needs.
- Prepare individual health care plans where appropriate, in conjunction with the pupils, parents and school staff.
- Maintain and record accurate documentation and correspondence in line with professional and ISI guidance regarding nurse prescribing, interactions between clients, colleagues and other agencies in the appropriate legal records and formats.
- Adhere to the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and be conversant with the scope of Professional Practice and other NMC
advisory papers. Demonstrate professional conduct, preserve client’s rights including confidentiality and promote mutual respect amongst colleagues.

- To identify and recommend innovations and service changes in practice and be responsible for establishing the necessary clinical change.
- To ensure all school policies are fully compliant with relevant clinical and school requirements, including implementing local responses to national policies and guidelines.
- To initiate and lead discussions within the team which enables the team to take responsibility for solving problems and making decisions. To lead, maintain and enhance effective team working.
- To identify team members with specialist interests and support them in acting as a resource for the team.
- To coordinate the supervision of sick boys recuperating in Colet House (boarding).
- Organise the Doctor’s surgery for any boarding pupils, as required.
- Advise boarders to attend and refer to the school Doctor as required.
- Arrange for boarders to attend any medical, dental or other health appointments as necessary.
- Ensure that the medical room in the boarding house is appropriately stocked and all medical procedures effectively carried out.
- Ensure that the boarding staff are advised on medical provision in the boarding house.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The Head Nurse will also be expected to adhere to the relevant professional codes (such as NMC).
- Liaise with the Catering Manager on pupils’ individual dietary requirements.

**Administration**

- To administer medication as instructed by Parent, GP or School Doctor.
- Store medicines correctly, carry stock, check expiry dates (as per MOSA/NMC guidelines).
- Liaise with Parents and Staff re boys’ health issues.
- Keep confidential records following NMC guidelines.
- Maintain up to date confidential health list, keep staff informed of visits, for school trips liaise with Educational Visits Coordinator.
- Coordinate the maintenance of site wide First Aid kits.
- Provide familiarisation sessions for staff as appropriate e.g anaphylaxis, AED.
- Manage health assessments for new boys.
- Manage medicals as above, if required.
- Follow up appointments with nurse or doctor.
- Manage the confidential advice support and counselling for staff and boys.
- To carry and respond to a radio when "On Duty".
- To maintain adequate medical records for all pupils in accordance with NMC and ISI guidelines.
- To follow good practice and specific directives on immunisation procedures relevant to the school population.
Health and Safety requirements

- To be responsible to the Chief Operating Officer for health and safety matters and to carry out Risk and COSHH assessments as required.
- To be a member of the Health and Safety Committee and report termly on the number of accidents across CC and SPS.
- To report incidents/accidents as required by the Health & Safety policy.
- Provide advice and guidance to staff on meeting pupils’ medical needs on school trips, day trips and residential visits.
- To be trained in manual handling/lifting.
- To maintain hygienic standards in medical areas across the two schools.

Qualifications and skills

- Registered General Nurse with up to date registration with the Nursing and Midwifery Council (Essential)
- Specialist Community Public Health Nursing Qualification (Highly Desirable)
- Experience of working as a nurse in the Independent Sector (Desirable)
- First Aid at Work Certificate (or willing to do a course)
- Recent Safeguarding to level 3 (or willing to do the courses required)
- Complete appropriate amount of relevant study days for NMC revalidation.
- To keep abreast of new techniques in identified specialist areas
- Experience of using iSAMS an advantage.
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Basic computer skills in Word and Excel.
- An appreciation of children’s specific needs and a desire to play an active role within the life of the school

Training

- Additional training will be discussed as part of a yearly Appraisal but is likely to include, either for the Head Nurse of for members of the medical team; the management of Sports Injuries, the management of Anaphylaxis, the management of asthma, Safeguarding to level 3, AED updates, Vaccinations, the management of diabetes, the management of concussion, Travel health and Infection Control.

Key Working Relationships

- COO
- School Doctor
- School nurses
- Counsellor
- Physio
- Safeguarding Coordinator
- Designated Safeguarding Leads and Deputies
- Undermasters
- Head of Mental Health and Wellbeing
- Heads of PSCH (SPS and CC)
- Richmond and Kingston LSCB and CCG
- Health and Safety Committee

Hours of work

08.00 – 4.15pm (plus one in 4 Sports Saturdays in the Winter Term)
Term-time only as specified by the requirements of the job, plus 7 additional days (4 INSET and 3 pre INSET for processing medical data prior to term start)
Holidays
Pro Rata: 20 working days plus other discretionary days

Salary
c £31,500, dependant on qualifications and experience.

Benefits
- Contributory Pension Scheme
- Death in service benefit
- Fees Remission after qualifying period (subject to competitive entry procedures)
- Lunches
- Parking
- Employee Assistance Programme
- Bicycle scheme
- Use of sports facilities

March 2016