



JOB DESCRIPTION

Colmers School & Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	School Nurse
Accountable to:	Assistant Headteacher, Inclusion
Salary Grade / Range:	Grade 4 : Point: 29 - 32
Job Purpose: To ensure the good health and welfare of all students and staff at Colmers	
Duties	
<ul style="list-style-type: none">• Oversee the implementation of the school’s Medical Policy, delivering and co-ordinating first aid to students and staff in conjunction with the appropriate senior staff.• Co-ordinate our team of first-aiders to ensure they are adequately trained and deployed to maintain effective support for students needing first aid assistance.• Contribute to the school’s approach to mental health first aid programme, raising awareness and developing programmes to support young people and training staff in mental health first aid.• As one of the school’s Designated Safeguarding Leads (DSLs), manage safeguarding concerns and cases appropriately, in line with the school’s safeguarding policy and procedures, under the supervision of the senior DSL• Oversee all elements of student individual medical care plans and risk assessments, ensuring that robust records are maintained and relevant staff are appropriately informed of individual children’s medical needs.• Liaise with the wider medical professionals and agencies with regards to pupils’ medical and mental health problems as needed.• Support referrals to other agencies including Forward Thinking Birmingham in order to ensure young people’s health needs are met.• Make decisions relating to pupils being sent home for medical reasons during the hours of employment, including communication with parents and carers and, where necessary accompanying children to hospital or home in a medical emergency.• Manage the administration, safe storage, usage and disposal of medical supplies and drugs in school, ensuring all medical equipment and medical stock supplies are properly maintained.• Organise immunisation programmes (including the distribution, collection and forwarding of parental consent forms) and procedures for control of infectious diseases• Monitor the health and welfare of pupils, ensuring that the Accident Report Forms and Accident Book are properly maintained.• Support the attendance team to improve the attendance of students with medical concerns, through early help and support for parents and carers as needed.	

- Work collaboratively with our Pastoral team to ensure that our systems and processes work effectively for children and their families, maintaining good communication and record keeping so that all staff are kept informed as needed.
- Keep up to date with all national and local policy issues and best practice in order to ensure the school is not only fully compliant but reflects local and national best practice in keeping our children and staff well and safe.

Responsibilities

Safeguarding

The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

Equality and Diversity

Colmers School & Sixth Form College is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance

equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Colmers School & Sixth Form College has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed by: T Davis

Date: March 2019