



Bloxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

NURSE

Department:	Medical Department
Reports to:	Senior Nurse
Responsible to:	Deputy Head - Pastoral
Line Management responsibility:	No

JOB DESCRIPTION

Summary of the Role:

Contribute to the provision of an effective health service to the Bloxham School community who sustain injuries or become unwell whilst at school. Deliver a responsive, comprehensive health service to pupils, staff and visitors, in line with NMC guidelines and School Policies and procedures. Work independently within their level of competence, often with the direct support of an HCA and with remote support from the Senior Nurse and School Doctor if needed.

Departmental Overview:

The Medical Department at Bloxham School is dedicated to supporting the health and well-being of the entire school community. Our purpose is to provide medical care and support and ongoing health education. We work closely with a local GP practice to ensure students have access to a wide range of medical services and expert care. The Medical Department aims to create a safe and healthy environment where students can thrive, promoting physical and mental well-being through attentive and professional healthcare services.

Main Duties and Responsibilities:

Patient Care and First Aid:

- To work independently when assessing needs, planning care and delivering first aid and care to pupils and members of the school community who require health intervention due to illness, injury or concerns about their health and well-being.
- To undertake a thorough assessment of accidents and injuries; provide treatment or refer to other agencies as appropriate, keeping Housemasters/Housemistresses and parents informed of plans, keeping the needs of pupils at the centre of all decision making at all times.

- To provide health education, information and resources on health care issues to pupils, parents and staff where appropriate.
- To treat all individuals who require the assistance of Palmer Health Centre with respect, kindness and dignity, ensuring their wellbeing at all times.
- To practice according to the NMC Code of Professional Conduct, adhering to the guidelines on confidentiality, data protection and information sharing, adhering to the (NHS) Caldicott Principles, GDPR requirements and the Human Rights Act.
- To be informed about and adhere to Bloxham School policies, and Palmer Health Centre protocols and procedures.
- To provide care that is evidence and research-based to ensure the highest quality and to always practice within the post-holder's level of competence.
- To report any safe-guarding concerns regarding pupil well-being in line with school Safeguarding policy. Adhere to School and Local Authority Child Protection Procedures.

Multi-disciplinary liaison:

- To liaise closely with the nursing team when on duty for the handover of medical information. To communicate effectively with HsMs and Matrons regarding changes in pupil's health care needs and required changes or developments in their care plans.
- To liaise with the nursing team regarding any issues of concern in relation to quality of service, pupil or staff wellbeing or health and safety.
- To act as a positive role model, enthusiastic and motivated team worker when on duty.
- Develop and maintain effective and appropriate working relationship with pupils, staff, teachers, co-workers and parents and foster these partnerships for the benefit of the pupils.

Organisational and Administrative

- To maintain accurate and timely paper and electronic records in line with Health Centre policy, including accident forms, minor injuries logs, attendance logs etc to ensure Palmer Health Centre statistics are an accurate reflection of activity.
- Respond to and follow up enquires by post, telephone and e-mail, handing over any issues still to be resolved.
- To up-hold the ethos of Bloxham school and adhere to all School policies including first aid, safeguarding, health and safety, infection control and confidentiality.

Professional Development:

- To undertake mandatory training and any other development activities/training required to perform the role effectively, as identified through individual performance review, e.g. first aider training.

- Undertake self-directed professional development, education and research-based activities in line with own professional registration requirements.
- Participate in Palmer Health Centre training and development initiatives alongside the Palmer Team. Share own skills and knowledge in areas expertise, contributing ideas for service development where appropriate.
- Maintain your NMC registration in line requirements for revalidation and keep HR and Compliance Officers updated with evidence of current registration.
- To attend School Professional Development Days and Palmer Health Centre training and meetings as required

Other Duties and Responsibilities:

- Wear uniform and PPE as required
- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention

of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified nurse 	<ul style="list-style-type: none"> • First aid qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Experience working as a school nurse or in an Occupational Health setting 	<ul style="list-style-type: none"> •
Skills and Abilities	<ul style="list-style-type: none"> • Ability to use Microsoft Office/365 	<ul style="list-style-type: none"> •
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none"> • Flexible attitude to work • A calm and caring attitude 	<ul style="list-style-type: none"> •