**School Nurse**

**Required September 2022**

**Competitive Salary plus and accommodation**

David Game College is looking to recruit a School Nurse to start from September 2022. This is an exciting opportunity to work in a College in the heart of the City of London.

As a staff member of David Game College, you will be looking after the welfare of all students within boarding.

This requires the post holder to:

* Have the relevant qualifications and experience
* Show absolute discretion in all matters
* The able to respond calmly quickly and willing to urgent an unexpected requests
* Have excellent interpersonal and communication skills and have the ability to interact with people at all levels

David Game College is committed to safeguarding and promoting the welfare of our students and Boarding Staff are expected to undergo advanced safeguarding (Child Protection) training.

Must haves:

* Registered Nurse (RN) with a valid NMC PIN
* First Aid at work/First Aid Instructor

This role represents a fabulous opportunity to join David Game College and if you believe you have the necessary skills and experience please email your CV to the Head of Boarding: Mr Brett Suverkrop- email: [b.suverkrop@davidgamecollege.com](mailto:b.suverkrop@davidgamecollege.com)

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential.

**This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Co-Principal**

**Job Description**

**Role:** College Nurse

**Reporting to:** The Co-Principal and Head of Boarding

**Hours of work:** Monday – Friday, 8:30am to 5:30pm (with 45min lunch break)

**Aim:** To work with the pastoral team to ensure physical health and emotional wellbeing needs of the students and staff at David Game College are met.

**The role will include but not be limited to the following duties:**

**Daily**

* Ensuring the medical room in the main College building and the medical room in the Boarding House are well maintained, attractive, hygienic, and suitably equipped for serving the medical needs of students and staff
* Updating the medical handbook and keeping students medical supplies up-to-date (Epipens, inhalers etc).

**Record keeping and Communication**

* Updating the medical records on the school’s database and liaising with parents or Guardians as necessary if further information is needed.
* Ensuring all contact with parents or Guardians is recorded along with any action that has been taken.
* Liaise with local public health teams to facilitate immunizations and any other medical matters which the College needs to act upon.
* Liaise with staff (Personal Tutor, or Head of Year, and Head of Boarding, House Staff).
* Meet regularly with the Co-Principal and Head of Boarding.
* Complete accident records as required and pass them to the Co-Principal.
* Liaise with the local GP on medical matters.
* Ensure the college is up to date with medical protocols.
* Ensure that our medical and personal confidentiality is respected the college has a collective approach in the care of its students.

**First Aid & Medical**

* Organise regular Medical checks and school health and innovation programmes.
* Advise students and staff on medical issues, physical health and emotional wellbeing.
* Be able to write and review Medical Health Care plans for students with more complex health needs and share them appropriately.
* Administer first Aid &Care of students referred to by staff until they are able to return to lessons or pasted into the care of a Parent/Guardian Doctor or hospital.
* Provide basic first aid knowledge to staff at the start of the academic year and inform them of procedures are faced with the medical emergencies such as more serious medical versions they may encounter.

**Skills and Training**

* To make sure nursing qualifications and training is up to date and meet NMS guidelines.
* Hold a level 3 child protection training certificate
* Be able to prioritise and manage situations under pressure
* Excellent communication and interpersonal skills
* Have the ability to interact with both students and staff at all levels
* Have competent IT skills
* Be friendly and pleasant, help for reassure all visitors by telephone or personally to the medical room.
* Should have a degree in nursing or equivalent
* Practiced as a registered nurse in the UK

**Attributes**

* To show absolute discretion when dealing with all matters.
* Be independent but also willing to work as part of a wider pastoral team to support the students
* Be able to respond calmly and quickly to urgent an unexpected requests.
* Liaising with the pastoral team and where necessary external agencies.

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Education & Training | • Registered Nurse (RN) with a valid NMC PIN  • First Aid at work/First Aid Instructor  Certificate | • Advanced Nursing Practitioner  • Paediatric Asthma qualification |
| Experience | • At least 2 years’ post registration nursing  experience | • Experience of working in education/boarding  education  • A&E experience  • Experience in paediatrics or working with children  • Experience of sports injury care |
| Skills and Aptitudes | • Excellent communication, organisational and  management skills  • The ability to use nursing skills in a  multidisciplinary environment  • A full UK driving licence |  |
| Disposition and personal qualities | • Understanding of, and a commitment to,  the aims of the College  • Integrity and ability to give clear and  consistent witness to the values embedded in  the School’s Colleges ethos  • Understanding of the importance of promoting  and safeguarding the welfare of children  • Able to relate well to students and to take  a real interest in their personal development  • A kind and calm disposition  • Approachability, confident demeanour  and ability to empathise  • A good-humoured approach to teamwork  • Ability to think independently and express  views confidently and constructively  • Decisiveness and initiative  • Flexibility to adjust to change and  development  • Ability to remain calm in emergencies |  |
|  |  |  |

Person Specification