



CLAYESMORE

D O R S E T

Job Title **Bank Nurse**

Responsible to **Senior Nurse**

Role Overview

The primary purpose of this position is to work in the school Medical Centre both by day (usually in partnership with the Senior Nurse) and at night, taking full responsibility for the Medical Centre.

Responsibilities and Duties

- Attend to any nursing/medical emergency, liaising with appropriate personnel as necessary
- Run the Doctor's surgery, keeping appropriate records and follow up as necessary
- Liaison with parents/guardians where appropriate
- Liaise and communicate with pastoral and academic staff
- Maintain patient confidentiality within reasonable bounds, being aware of the duty of care of house staff and senior management
- Promote the physical and psychological wellbeing of the pupils
- Complete all paperwork for handover, in accordance with Good Practice Guidelines, and to communicate fully all events concerning children's health and wellbeing
- Ensure the record and safe-keeping of all medication whilst on duty
- Administer vaccination programmes and travel vaccines as required
- Oversee the work of the Medical Centre Assistant when on duty
- Treating the pupils with kindness and compassion in this pastoral as well as medical role
- To undertake necessary update training as identified by the Senior Nurse and Deputy Head (Pastoral)

It is expected that the postholder will maintain current registration with the Nursing and Midwifery Council and will be responsible for renewing this each year.

Person Specification

Essential

- Embody the values of Clayesmore
- RGN or RSCN Level 1, NMC registered
- Relevant, recent clinical experience
- Evidence of on-going professional development and use of evidence based practice
- Working in partnership with a multi-disciplinary team
- Understanding of child protection duties and policies
- Awareness of infection control procedures
- Excellent written and oral communication skills
- IT literate
- Experience of keeping full and accurate records
- Proven experience of assessing and prioritising workload, using sound judgement skills and use of initiative
- Experience of dealing with sensitive and difficult situations showing warmth and compassion
- Emotional resilience
- Flexible approach to work with a keenness to help

Desirable

- First Aid qualification
- Full, clean driving licence
- Practice nurse/school nurse experience
- Minor injuries/sport injuries management
- Experience of administering vaccinations and undertaking venepuncture
- Ability to work with young people and understand the needs of teenage children
- Awareness of the needs and feelings of parents and boarders

Contractual Information

This is a casual role, hours will be irregular, as and when required. There may be some requirement for sleepovers and weekends.

Date reviewed : April 2018
Reviewed by : Senior Nurse and Human Resources Manager

Clayesmore School is an Equal Opportunities Employer