

## School Nurse/Health and Welfare Assistant (Fixed Term): Job Description

### The Role

- To provide students and staff with first aid support calling on medical services as required.
- To complete and record all care plans and draw up individual health care plans for students in liaison with parents and outside agencies.
- To liaise with families, staff and external agencies to ensure best practice for students.
- Work with NHS team on immunisation programmes as necessary.
- To advise on staff health issues.
- To raise the attendance, health and wellbeing of students and staff

### Key Responsibilities

- Provide first aid treatment as required.
- Maintain student files and dispense medication to students as advised by parents/carers.
- Decide when further medical attention is required and support students if requiring hospital treatment, including attending Accident and Emergency as required and contacting families to advise on situation.
- Provide health screening opportunities and advice and guidance to students and staff.
- To carry out specified medical care procedures as necessary.
- To provide personal, social, hygiene, welfare and behaviour support for students.
- To contribute to the PSHE programme and delivery of specific health related subjects.
- To undertake other duties that the Principal of Ark Kings Academy may reasonably request.
- Offer training to staff on managing medicines and medical conditions.

### Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To undertake any other responsibilities as directed by the Principal.
- This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



# School Nurse/Health and Welfare Assistant: Person Specification

## Qualifications

- Right to work in the UK
- Registered General Nurse (essential if appointed a School Nurse)
- First Aid qualification
- Full driving licence and access to a vehicle (desirable)
- Specialist Community Practitioner School Nursing or equivalent (desirable)

## Knowledge, Skills and Experience

- Experience of evidence-based practice and multi-disciplinary agency working.
- Experience of working with young people.
- Working with various client groups
- Management of own workload
- A good understanding of child development and health issues relating specifically to children and teenagers.
- Able to demonstrate an awareness of the needs of children and young people and their parents/carers
- Clinical supervision/reflective practice skills
- Knowledge of health promotion, child protection, family planning, education and screening
- Understanding of attachment theory and strong mental health knowledge
- Highly developed verbal and written communication/negotiation skills
- Excellent organisational skills
- Ability to manage / prioritise workload and work to deadlines
- Ability to make informed decisions under pressure.
- Ability to work well as part of a team and on own initiative.
- Understanding of issues relating to diversity
- Experience of working effectively supporting children in a learning environment (desirable)
- Delivering Health Promotion and training programmes (desirable)
- Working with children with special needs (desirable)

## Personal Characteristics

- Enthusiastic, committed, and proactive approach.
- Adaptable, flexible, and non-judgmental style.
- Confident.
- Self-motivated and open to change
- Commitment to working in partnership with children/young people and their families to promote optimum health outcomes.
- Willingness to undertake training appropriate to personal development and the needs of the service.
- Ability to work on own initiative as well as part of a team.
- Sound interpersonal skills

## Specific Skills

- Good IT skills, including the ability to confidently use Microsoft Word and Excel

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- Strong administrative and organisational skills
- Excellent written and oral communication skills.

## Other

- Commitment to continuing personal and professional development and evidence of recent CPD.
- Commitment to the safeguarding and welfare of all pupils
- To undertake any other responsibilities as directed by the Line Manager or the Principal
- To attend training appropriate to the post
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

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