



Job Description	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: School Nurse</p> <p>Location: Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p>Line Manager: Pastoral & SENDCo</p> <p>Hours: 10 hours per week, term time only</p>
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact • Ensure completeness of records in the school database, including medical information and dietary requirements and providing feedback to the kitchen/SENDCo or appropriate person (administrative support is available) • Carry out 5+ health checks which focus on measuring height, weight, hearing and sight and then recording results • Liaising with parents about any concerns arising from the 5+ checks and arranging retests and making referrals to other agencies as appropriate – eg child health, GP, CDC, Audiology, MAAG, CAMH, GOSH • Providing support and advice to pupils, parents or staff on medical, emotional or parenting issues • Liaising with the school SENCo to provide support and advice on SEN issues, including feeding into IEP's, EHC and other personalised plans where necessary • Liaise with the Pastoral Coordinator Lead Mental Health Coach and be an integral part of the Wellbeing Team to support children's pastoral needs • Supporting children with medical conditions in school, including writing, supporting and implementing individual health care plans for children with medical needs • Provide staff training on medical matters, such as taking temperatures, EpiPen • Provide input into school policies, such as First Aid, Administration of Medicines etc • Provide first aid to staff and children whilst on site – training will be provided

Pilgrims Pre-Preparatory School

Job Description – School Nurse



	<ul style="list-style-type: none">• Keep abreast of current and relevant medical advice, relevant issues pertinent to child health and development, regulations and procedures and share information on best practice and compliance• Participate in all aspects of school life i.e. Healthy heart week and other health related events <p>You may also be required to undertake such other comparable duties as required by the Pastoral & SENDco or Headteacher.</p>
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Professional nursing qualification – or relevant health practitioner qualification.	Registered Nurse First Aid Certificate	Certificates
Experience	Knowledge and experience of providing first aid Significant experience working with children and families	Experience of carrying out 5+ checks Experience of working in a school Experience of providing training to non-medical professionals Experience of providing advice and support to a wide variety professional and patients	Application form Interview References
Knowledge & Skills	Good standard of written English and numeracy IT skills – including word and outlook Good verbal communication skills Good organisational skills	Knowledge and understanding of health and safety issues Knowledge of excel and databases	Interview References
Personal competencies and qualities	Able to work well under pressure and remain calm Able to use own initiative, independently and part of a team Approachable and positive Ability to be flexible to meet the needs of the school		Interview References