



CROSFIELDS SCHOOL

School Nurse – Full-time, term-time – Maternity Cover

The post is a full-time position during term time based on a 40-hour week, Monday to Friday, 08:00 – 16:00. Job share would be considered for the right candidates. Please state preferred working pattern. The post is required from June 2024 through to March 2025. A September 2024 start may be possible depending on the right candidate.

Job Purpose	Crosfields School is looking to employ a nurse to provide maternity cover delivering a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community. Reporting to the Nurse Manager the post holder will primarily work with the Early Years and Junior pupils, although there will be occasion when it will be necessary to work with Senior pupils.
Accountable to	Nurse Manager
Key responsibilities	<ul style="list-style-type: none">• Provide first aid and emergency care to all members of the school community as necessary.• Assess, manage and care for pupils who are injured or become ill during the school day. Maintain contemporaneous records, notify parents/carers and arrange for the pupil to go home if necessary.• Be available to parents and pupils at the beginning and end of the school day to discuss medications, conditions or incidents.• Ensure new pupil's medical details are submitted prior to them joining Crosfields School and that any medical needs are identified and documented securely on iSams. Any relevant information on specific medical conditions and allergies are distributed to staff and the catering team at the start of the school year and are updated as circumstances change.• Ensure individual care plans and treatment protocols are developed and written for those pupils requiring them in consultation with the pupils themselves, parents, teachers and other medical providers.• Provide training and support to relevant staff regarding the care of pupils with identified medical or health needs.• Monitor and care for pupils with chronic health problems such as asthma and diabetes.• Arrange health checks or Audiology checks for pupils when requested.• Administer medicines whether prescribed or homely remedies in accordance with NMC guidance 'Standards for Medicines Management'. Record dispensing of drugs.• Maintain medical records accurately, confidentially and safely using iSams as your primary source.



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	<ul style="list-style-type: none">• Ensure the smooth and efficient running of the Medical Room ensuring processes are in place that can be followed by any member of staff trained in first aid.• Maintain Medical Room stock, ensure room is kept tidy and maintain hygiene measures.• Follow procedures for the safe disposal of clinical waste.• Maintain stock in all school first aid kits and check regularly. Ensure emergency equipment is in full working order and check weekly.• Prepare first aid kits, medicines and care plans for pupils going on day trips, sports matches and residential trips. Collate reports on return from trips and update medical records.• Ensure accurate reporting of accidents and maintain the school's Accident Log for staff, pupils, contractors and visitors.• Operate procedures for infection control.• Have an involvement and awareness of Health and Safety issues within the school affecting staff, pupils or the environment.• Keep up to date with the current health promotion initiatives.• Promote health education and support the delivery of PSHE as required.• Be a member of the Pastoral Team and work closely with other members to ensure continuous care. Provide updates on pupils of concern as required.• Be vigilant to any safeguarding concerns and report to the relevant Pastoral Lead.• Work closely with the Nurse Manager maintaining good communication at all times.• Be prepared to work with all pupils in any year group attending Crosfields School as required.• Deputise for the Nurse Manager in her absence.• At all times work in accordance with the NMC Code of Professional Conduct, policies set by other UK Health Care Regulatory Bodies and guidelines of the Royal College of Nursing. Adhere to the UK Government code Keeping Children Safe in Education.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.



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Person specification

Qualifications and training	<ul style="list-style-type: none">• RGN and/or RSCN• Current registration with NMC• Familiar with NMC Code of Professional Conduct• Previous experience in a school desirable, relevant experience in A&E, Practice Nursing or child health an advantage.• Evidence of CPD
Skills	<ul style="list-style-type: none">• Friendly, approachable and supportive demeanour, sense of humour• Confident with working independently and without supervision• Enjoys working in a multi-disciplinary team• Excellent communication and interpersonal skills• Good organisational skills• Has a flexible adaptable approach as may be required to work elsewhere within the school.• Calm and reassuring when dealing with a range of accidents and first aid issues• Previous knowledge or experience of working with children with complex medical needs such as diabetes, anaphylaxis and asthma

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#).

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).