



JOB DESCRIPTION

School Nurse

Job Title:	School Nurse
Line Manager:	Lead Nurse and/or Head of Operations

Purpose of Job

The role of the School Nurse is to support the medical needs of students and staff at Harrow International School Appi throughout term time. The Nurse is expected to provide and maintain a fully equipped medical unit and first aid stations around the campus and to monitor health & safety in the school. The School Nurse will work within a team of three.

Duties and Responsibilities

1. Nursing
 - Treat minor ailments & injuries of staff and students
 - Keep and administer medications appropriately
 - Maintain full and up-to-date medical records on all students and staff
 - Liaise with parents, school management and local facilities if expert treatment is required
 - Take ill/injured students or staff to hospital when necessary
 - Communicating to relevant staff 'High Risk' medical problems of specific students
 - Liaise with parents regarding their children's health situation in English as the initial medium
 - Inform relevant Teachers, Heads or the School Counsellor if any student exhibits psychosociological problems or confides in the nurse
 - Maintain a fully stocked medical centre in rotation with other Nurses
 - Notify and advise school management on any significant health issues inside the school or in the wider community
 - Advise on school health policies
 - Assist with routine annual medical and stress checks of staff and students
 - Maintain all relevant medical records
 - Collect medication and prepare relevant information for staff prior to day/residential trips
 - Attend school sports fixtures as an onsite nurse to treat any sports related injuries
 - Provide relevant medical related advice to parents when requested
 - Liaise with Head of Boarding and/or Housemasters/mistresses on all medical issues pertaining to Boarding House students

2. Health and Safety
 - Advise the School's management on all relevant Health and relevant Safety issues
 - Perform First aid training (including CPR/AED) for the staff and, where necessary, students. Will need to be, or become, a certified First Aid instructor



3. Student Support

- To work in collaboration with the Head of Boarding & Pastoral and Head of Operations to develop whole school Nursing and Medical care services
- To play an active role in a Team Around the Child (TAC) approach to support students who have co-occurring challenges
- To share appropriate student information and strategies with staff to support students' medical needs
- To undertake Safeguarding training and report safeguarding concerns in line with the schools Child Protection and Safeguarding procedures

4. Other

- Assist the Head of Operations and other department staff with reasonable non-nursing or health & safety related requests

Requirements

- Registered Nurse
- Native-level Japanese language
- Good command of spoken and written English
- Excellent communication skills – ability to clearly communicate with people at all levels especially pupils of all ages and all nationalities
- A caring and reassuring 'bedside manner' when treating students
- Ability to remain calm whilst under pressure
- Ability to take control of an emergency situation, to work quickly and direct others
- Ability to develop and maintain positive working relationships with other team members, staff, students and the wider community
- Ability to work under time pressures whilst continuing to prioritise and perform effectively
- Certified in First Aid, CPR and AED for adults and children
- Confident in the use of email, internet and Microsoft Suite software
- Excellent organisational abilities
- High standards of dress and professional behaviour
- Flexibility, enthusiasm and commitment in a work environment

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.