



George Heriot's School
Founded 1628

Job Description

Job Title: School Nurse
Responsible to: Senior School Nurse
Hours of Work: upto 37 hours per week; Term Time Only

Summary

The School Nurse has responsibility in supporting the Senior School Nurse in the day to day running of the Medical Centre and is required to provide a high quality of service to the school community across a range of medical and health promoting activities. The School Nurse works closely with the Medical Centre team and Senior Management in the exercising of their duties.

Key Duties and Responsibilities:

The key duties and responsibilities of the role are as follows. This list is not intended to be exhaustive and may be reviewed from time to time in line with the development of the department and its requirements.

- Attend incidents of injury or illness amongst pupils and staff on campus, arranging follow-up procedures as appropriate, and maintaining records of incidents
- Maintain pupils' school medical records
- Maintain supplies for first aid boxes in school departments
- Work closely with the Pastoral Care Team in supporting pupils with specific pastoral needs
- Participate in the delivery of health related topics in the School's citizenship programme
- Advise staff on generic health issues relating to pupil and staff welfare

Qualifications and Experience Required:

Applicants must:

- Be a registered Nurse holding an RGN/SRN/RN/RSCN qualification
- Have previous experience of working with children in a professional or formal voluntary capacity.

Skills and Attributes Required:

In addition to nursing ability of a high standard, applicants should be able to demonstrate the following attributes:

- An understanding of children and their needs at the different stages of their childhood and teenage years;
- Excellent communication and inter-personal skills
- Good organisational skills
- Initiative and the ability to work with a significant degree of autonomy, combined with strong 'team player' instincts and a good sense of school community
- Patience and a sense of humour

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463