



Blundell's

FOUNDED 1604

Job Description for Nurse/Health Care Assistant

We are looking to recruit an exceptional nurse/health care assistant to work term-time only as part of our dynamic team. Part time (minimum 15 hours) – various shifts and hours available. Salary from £10/hour based on qualifications and experience.

Desirable Professional Qualifications and Experience

- Registered nurse

Essential Criteria

- Excellent communication and interpersonal skills including computer work
- A full UK driving licence and use of a car during working hours
- Willing to undertake appropriate training, if necessary

Desirable Criteria

- Experience of working with young people
- Experience of delivering first aid
- Up to date with CPR / AED training
- RGN currently registered with the NMC and working within the Code
- Able to demonstrate a knowledge and understanding of current medical / public health issues
- Able to demonstrate a working understanding of safeguarding issues

Personal Qualities

- A genuine interest in the health and welfare of young people
- Demonstrates a kind and caring manner with a cheerful outlook
- A professional attitude when communicating with pupils, staff and parents
- A flexible approach in relation to work
- Ability to work confidentiality and with discretion
- Ability to work within a small team
- Good organisational skills

Daily tasks will include

- Assisting the Medical Centre Team as needed, as directed by the Senior Nurse.
- Undertaking/assisting with basic clinical duties following any relevant training and supervision.
- Involvement in COVID testing in school as needed.
- Restocking of first aid kits as instructed.
- Maintaining adequate stationary supplies.
- Maintaining good links with the Bursary/Main Office and Clare House.
- Delivery of food and drinks to inpatients.
- Interaction with pupils, teachers and parents as needed.
- Escorting pupils to medical appointments off campus.
- Dealing with phone calls.
- Delivery and collection of medication.
- Maintaining high standards of cleanliness in the Medical Centre.
- Assist with preparation of inpatient rooms including bed making and meal ordering.
- Monitor and control safe disposal of rubbish including contaminated rubbish.
- Maintaining security of the building.
- Compliance with all health and safety procedures.
- Reporting of any defects or faults.
- Liaison with other school departments either verbally or electronically.