



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Nurse  
**Department:** Medical Centre  
**Report to:** Senior Nurse  
**Date:** January 2022

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### ROLE

Working as a nurse in our state-of-the-art Medical Centre, you will undertake clinical duties and support the effective running of the medical centre. This will include working both day and on call night shifts throughout the week.

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### SUMMARY OF DUTIES

- To triage, assess, treat and refer pupils with minor illnesses and injuries appropriately
- Administration of drugs and treatments under the direction of the school MO
- To provide First Aid and nursing care as necessary to all pupils, staff and visitors
- Involvement in COVID testing in school as needed
- To arrange and book vaccinations for pupils as required
- To attend/assist in weekday school doctor surgery
- Maintaining good links with the Bursary/Main Office and Clare House
- To liaise appropriately with parents, school staff and other medical professionals about pupils
- To escort/co-ordinate required transportation for pupils to medical appointments
- To accurately maintain medical records and documentation
- To provide emotional support and liaise with the school counsellor where appropriate
- To signpost and refer pupils to other clinical settings appropriately
- Dealing with general admin duties including phone calls
- Maintaining high standards of cleanliness in the Medical Centre
- Assist with preparation of inpatient rooms including bed making and meal ordering plus delivery of food and drinks.
- Monitor and control safe disposal of rubbish including contaminated rubbish
- Maintaining security of the building
- Restocking of first aid kits
- Compliance with all health and safety procedures
- Reporting of any defects or faults

- To communicate effectively within the medical centre team and the greater School community
  - To be aware of child safeguarding issues and act accordingly
  - To maintain pupil confidentiality
  - Any other duties as reasonably directed by Senior Nurse.
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## PERSON SPECIFICATION

### Essential Qualifications and Experience

- Registered Nurse
- Able to demonstrate a knowledge and understanding of current medical / public health issues
- Excellent communication and interpersonal skills
- Good IT skills
- Flexibility to work day and night hours including weekends
- Up to date with CPR / AED training
- Able to demonstrate a working understanding of safeguarding issues
- A full UK driving licence and use of a car during working hours
- Willing to undertake appropriate training, if necessary
- Ability to work within a small team
- Good organisational skills
- 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
- Ability to work confidentiality and with discretion

### Desirable

- Experience of working with young people
  - Experience of delivering first aid
  - A broad clinical background (for eg. minor injury and illness, paediatrics, ED, mental health nursing, management of long-term conditions, practice nursing, primary care)
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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_