

SCHOOL NURSE / WELFARE OFFICER / HEALTHCARE ASSISTANT

JOB DESCRIPTION

Reports to: Director of Operations (DOO)

ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has also moved from being a senior school to an all through 3 -18 school with nursery, thanks to a 2021 coming together with Quainton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Prep School site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The Health and Wellbeing Team comprises the three positions: a School Nurse based at the Senior School Medical Centre; a Welfare officer covering pupils' medical needs at the Prep School; and this additional role that will deliver support across both Senior and Prep School sites.

The Medical Centres in both Senior and Prep School sites are busy places, with recently renovated and well-equipped rooms. We offer a friendly and welcoming environment for children who are unwell or injured, or just need a quiet space and a chat. The promotion of health and wellbeing is at the centre of what we do, and our aim is to treat children quickly, so that they can return to their lessons. For those children who need to stay longer, the medical centre is a quiet and comfortable sanctuary.

Pastoral care is at the heart of everything the School does and therefore, as well as dealing with injuries and illness, the Medical Centre works closely with the Pastoral Team and delivers PSCH sessions to all year groups on health-related matters, as well as staff training and running first aid courses for pupils. We also run a Healthy Lifestyle Programme alongside the PE department, supporting children to eat well and be active. We also speak regularly to parents, reassuring them and advising them on their child's wellbeing.

The Medical Centres in both Prep and Senior are open during school hours, and also offer First Aid Cover every Saturday during the Autumn and Spring Terms, for Football and Hockey fixtures.

PRINCIPAL RESPONSIBILITIES

*The exact responsibilities that will fall to this additional role will, in part, depend on the individual appointed and this Job Description will thus be updated and confirmed once an appointment has been made. Consequently, the responsibilities that follow are a guide to the areas that we would expect the School Nurse / Welfare Officer / Healthcare Assistant to contribute towards. **The successful candidate will not be expected to be responsible for all of these areas and as part of the appointment process, the exact role and mix of responsibilities would be discussed and finalised with the candidate.** Applicants are encouraged to expose at interview which areas they would be more – or less – comfortable in leading on.*

- Working closely together and with the Senior School Nurse and Prep Welfare Officer to:
 - Work collaboratively with relevant outside agencies, school staff (in particular the Senior School Assistant Head (Pastoral) and Prep Deputy Head) and parents as required to achieve the best health and wellbeing outcomes for pupils across the whole School;
 - Provide top quality medical care, that ensures the physical and mental health and wellbeing of all pupils, including supporting and evaluating the Counselling and Wellbeing sessions for pupils; and
 - Provide excellent pastoral care, that is at the centre of all that the School does, including the promotion of physical and mental health education throughout the School community (for example, through PSCH sessions), and support for ongoing medical issues.
- **Compliance and Professional Development**
 - Keep up to date with professional developments and are aware of and understand nursing guidelines disseminating new information to the whole Health and Wellbeing Team;
 - Keep the Medical Centre fully compliant with, and operating in line with current regulations (including the UK Health Security Agency, the Nursing and Midwifery Council); and

- Ensure compliance of all School administrative processes and procedures for ISI inspections, through the regular review of School's policies and procedures relating to Health and Wellbeing.
- **First Aid and Accident Reporting**
 - Treat and deal with pupil accidents and emergencies within the School (and for staff on a first responder basis).
 - To provide First Aid Cover, on a rota basis, for Football and Hockey fixtures on Saturdays during the Autumn and Spring Term.
 - Checking all equipment is in date and stock levels in the Medical Centre are sufficient, arranging certification checks and replacement/replenishment as required;
 - Checking stock levels in First Aid kits (both fixed and portable) around all School sites and in vehicles, are sufficient and arranging replacement or replenishment as required;
 - Managing the completion of the medical aspects of the Evolve Accident Book online incident logs, raising specific concerns to the DOO or COO, and completing HSE and RIDDOR forms when required;
 - Arranging First Aid (and associated) training for School staff as required; keeping a record of training undertaken; and promulgating a list of those in date for training around the School; and
 - Supporting the running of a co-curricular and/or extra-curricular First Aid training for pupils (including for DoE).
- **Medical Care**
 - To maintain clear, detailed records of all care provided; recording the administration of medication, including Controlled Drugs; and transferring and archiving of pupil records when they leave the School in line with GDPR requirements.
 - To liaise with the local Schools Immunisation Service to plan and deliver pupils' vaccinations.
 - To support the School's Health and Safety Committee where appropriate and requested.
 - To support the management of the Medical Centre budget.
 - To support the writing and review of Medical Centre risk assessments, PEEPs and Policies.
 - To support the writing and annual review of Pupil Individual Health Care Plans, including:
 - Ensuring that any specific emergency medication required is held in the Medical Centre and checked as in date;
 - Promulgating any necessary information to the School community for awareness;
 - In particular, to highlight any children at risk of allergic reaction to the Chef Manager;
 - Providing support and training for staff in relation to any particular (or general) medical issues (eg asthma, diabetes); and
 - Providing up to date pupil Medical and Dietary information ahead of external visits, including to the Sports Department for away sports fixtures; Educational Visit Leaders for all School trips; and Catering where packed lunches or similar are provided.
- **Welfare and Pastoral**
 - Supporting teaching staff in the delivery of PSICHE classes.

- Liaising with the School's Counsellor, Head of Wellbeing and the DSL/DDSL team for welfare and safeguarding concerns, including attending the Pupil Wellbeing meetings.
- Liaising with the HoY and HoS, including attending the HoY meetings.
- Supporting (or delivering) the School's counselling provision at both the Senior and Prep Schools.
- Managing the Healthy Lifestyle Programme for Years 7-11 and offering support to pupils and parents as required.
- Liaising with the DOO and directly with the contract caterers to promote healthy eating and menus, as well as being the point of contact for parents who have queries regarding School lunches (allergies or dietary requirements).

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

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PERSON SPECIFICATION

The requirements for this role will depend on the individual – to fill a School Nurse position would have a degree qualification and RGN registration as ‘essential’, but a successful Welfare Officer might have a different range of experience and qualifications. The skills, experience and qualifications presented by an applicant will have a bearing on the responsibilities expected of the individual and thus the salary offered.

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
Qualified to degree level or equivalent	<i>School Nurse</i>	<i>Otherwise</i>
RGN, HCPC or equivalent registered	X	
A&E/ Minor Injury Assessment/Primary Care Experience		X
Paramedic / First Aid Qualifications (Level 3 or above, ideally Paediatric First Aid)	X	
A qualification in or knowledge of counselling or social work		X
SKILLS & EXPERIENCE		
School Nursing / Paediatric experience		X
Some training, experience or active interest in Counselling, Psychology or Mental Health support		X
Experience of working in a School environment		X
Excellent verbal and written communication skills	X	
Good IT (Word, Excel, Databases) and Office Administration skills	X	
Ability to deal confidently and professionally with emergencies	X	
Ability to work quickly and calmly under pressure	X	
Ability to prioritise and manage own work	X	
Working unsupervised and on own initiative	X	
Current and clean Driving Licence	X	
Excellent interpersonal skills	X	
Empathy and patience with young people	X	
Enthusiasm, energy and flexibility	X	
Proactive and well organised	X	
High level of discretion and confidentiality	X	

The post holder’s responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School’s Designated Safeguarding Lead.