



Bohunt Education Trust (BET)

Job Description



Post Title:	Boarding Health and Wellbeing Lead – Steyning Grammar School
Purpose:	To provide a clinically effective, high quality service of nursing care to pupils and first aid care to all members of the school community.
Reporting to:	SGS Director of Boarding
Professionally relates to:	The Local Health Centre and qualified medical professionals.
Working closely with:	Head teacher and Senior Leadership Team, Director of Boarding, Deputy Director of Boarding, Houseparents, Boarding Tutors, Domestic Team, Administration Team, Areas Support Manager, Premises Officer, the day school Medical Welfare Officer and Parents/Guardians.
Line Management of:	Day to day Boarding Domestic Supervisor in conjunction with the Operations Manager and Director of Boarding.
Professional Qualifications:	<ul style="list-style-type: none"> • A professional nursing qualification such as a Registered General Nurse. • Knowledge and experience of providing first aid and the care of patients with chronic illnesses. • Alternative professional health care qualifications may be considered, where supported by relevant certification and experience in the provision of health and wellbeing services to young people in a residential setting. Examples may include medical training of any nature (Such as Matron, Nurse, Physiotherapist; Paramedic; Health Care Assistant).
Personal Skills:	<ul style="list-style-type: none"> • Communication: clear, concise, timely and appropriate oral and written communication. • Sensitivity: listens well and understands others’ needs and perspectives. • Self-motivation: meets objectives on own initiative, committed to continuous self-development, willingness to attend appropriate ongoing training/updating. • Teamwork: flexible, co-operative, helpful, self-aware, collaborates well, ability to work alone and as part of a team. • Organisation: systematic, efficient, meets agreed priorities. • Response to change: investigative, adaptable, and prepared. • Physical: able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.

<p>Key responsibilities:</p>	<p>1. <u>Management/professional</u></p> <ul style="list-style-type: none"> • Adhere to the NMC The Code: Standards of conduct, performance and ethics for nurses and midwives and be conversant with the Scope of professional practice and other NMC advisory papers. • Use evidence-based practice to develop and maintain a high quality of wellbeing and nursing care to the pupils. • Ensure that a code of confidentiality is developed and followed; • Be responsible for appropriate development of protocols, policy and record keeping. • Act as a role model and motivator for other members of the welfare and pastoral team.
	<ul style="list-style-type: none"> • Be responsible for the smooth and efficient running of the health centre, ensuring efficient systems and processes are in place. • Undertake DSL level training and form part of the school’s Safeguarding Team to triage and manage safeguarding concerns as directed by the Designated Safeguarding Lead. <p>2. <u>Wellbeing and Healthcare</u></p> <ul style="list-style-type: none"> • To provide a high standard of wellbeing and healthcare service within NMC guidelines to students, members of staff and any visitors while on site. This will include: • Organise and run drop-in clinics during the hours of work. • Ensure individual health care plans are developed and written for students requiring them, in liaison with students, parents, any relevant medical adviser and (boarding house staff) and shared appropriately with relevant staff; • Provide first aid and emergency care and treatment as necessary – this includes maintaining and monitoring stock of all boarding first aid kits and medication; add capacity and professional advice to the day school medical provision. • Provide a confidential wellbeing and health advice service as appropriate to boarding students. • Provide on call support and care during evenings and weekends as requested by the Director of Boarding. • Follow good practice and specific directives on immunisation procedures relevant to the boarding school population and individuals. • Operate procedures for control of infectious diseases. • Follow procedures for the safe disposal of clinical waste. • Develop and implement protocols and processes around safe storage, usage and disposal of medical supplies and drugs. • Maintain treatment room stock, hygiene and tidiness. • Organise access to doctors’ surgeries, including advising boarding students to attend and referring to GP as appropriate. • Arrange for boarding students to attend any medical, dental or other health appointments and accompany them as necessary.

- Record, review and evaluate student sickness to identify trends within the residential community.
- Ensuring compliance with National Minimum Standard 7 Boarders health and wellbeing.

3. Health education

Duties will include:

- Organise the Boarding Wellbeing Programme record student participation.
- Promote wellbeing and health education throughout the school in conjunction with the School's PSHE teaching staff; its curriculum and wellbeing programmes;
- Ensure the provision of, and access to, a range of publicity materials on issues relating to student wellbeing and health
- Keep up-to-date with current wellbeing and health promotion initiatives.
- Monitor and schedule Boarding Staff First Aid training.

4 Administrative

Duties will include:

- Maintain medical records accurately, confidentially and safely.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols.
- Maintain general office procedures.
- Oversee Boarding student heights and weights termly check up.

5 Health and safety and wellbeing

- Having an involvement and awareness of health and safety issues within the school affecting staff, children or the physical environment.
- Keep records of reported accidents/near misses and working with the appropriate investigating lead to ensure all such matters are reported appropriately and in a timely manner.
- Risk assessments linked to self-administration of medication.

6 Working with others

The successful applicant will need to work:

- Closely with other members of boarding team (including the Boarding Finance Assistant as part of the health care provision) to ensure seamless and continuous care, and with parents, academic staff, and school office staff and all other departments as necessary.
- School health advisers and other members of the primary health care team.
- Social services where appropriate.
- Doctors, health centre staff and pharmacy (as appropriate).
- Appointments and admission staff for consultants, orthodontics, dentist and opticians.
- Line management and supervision of the Domestic Team including COSHH oversight and cleaning stock.

7 Continued professional development (CPD)

- Comprehensive induction.
- Boarding School's Association certified training and Medical conference.
- MOSA conferences.
- Online training via online National College platform.

8. Benefits

- Onsite accommodation for overnight on call where necessary or family accommodation by negotiation.
- Meals in the boarding dining room if working late.
- Local Government Pension Scheme.
- Cycle 2 work scheme.
- Care First programme.
- My rewards platform.
- Expenses paid for business-related mileage.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultations taking into account the circumstances of The Trust and their implications.

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships