

**POSITION: Medical Centre Assistant/School Nurse**

**JOB OVERVIEW**

**Summary of role**

Saint Felix School, Southwold has been providing educational excellence for over 125 years to children from Suffolk, Norfolk and further afield. Set in 75 glorious acres on the Suffolk coast, just minutes from the sea, this

co-educational independent school caters for boarders and day pupils from the ages of 2 to 19 including international students from around the world.

The School is focused on providing outstanding quality to their students and staff not only in education but also through the care given by qualified nurses who are available during school hours based in the medical centre.

We seek to appoint from 1st September 2025 a full time, term time only School Nurse. The candidate should ideally have experience in working with children

Reports to: Assistant Head - Designated Safeguard and Pastoral Lead

Reports in: N/A

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| **Key Tasks**  |  |
|   | * Provide basic healthcare to students in case of injury or acute illness
* Administering medicine to pupils
* The successful applicant will be expected to cope with challenging situations such as safeguarding and medical emergencies
* Communication with the local surgery and accompany boarders to appointments as required when on duty.
* Work with the immunisation team to organisation vaccination clinics
* Developing and monitoring health plans for students
* To be well organised and confident
* Health promotion – smoking, safe sex etc
* Look after day students and boarders in the medical centre should they be unable to attend school
* Communicate with parents of day and boarding students
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| * To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
* all school safeguarding related policies and regulatory requirements;
* the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
* To operate at all times within the stated policies and practices of the school
* To establish effective working relationships and set a good example through their presentation and personal and professional conduct
* To ensure any safety regulations are observed
* To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
* Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
* Undertake any other responsibilities as may reasonably be required from time to time
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| **Person Specification**  |
|  | **Essential**  | **Desirable** |
| **Qualifications** | Registered with the Nursing and Midwifery Council | SCPHN-SN Qualification |
| **Experience** | Experience in a similar role |  |
| **Knowledge** | Excellent communication skillsAble to work independently and as part of a team.Flexible, observant and able to prioritise effectively. |  |
| **Skills and Attributes** | Problem solving Exceptional interpersonal and communication skills, including the ability to effectively communicate with a wide range of contacts both internally and externally. | Proficient in the use of IT Systems including Microsoft Office packages |
| **Personal Qualities** | * Be an effective team player that works collaboratively and effectively with others
* Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences
* Support, motivate and inspire both colleagues and pupils by leading through example
* Suitability to work with children
* Confidence, warmth, sensitivity, reliability and enthusiasm

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| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin**Demonstrate a commitment to:*** safeguarding and child protection equalities
* promoting the school’s vision, values and ethos
* high quality, stimulating learning environment
* relating positively to and showing respect for all members of the school and wider community
* ongoing relevant professional self-development
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|  I have read and understood the responsibilities for the position of EAL Coordinator. I am aware that the Job Description is subject to change accordance with the needs of the business.  |
| **Name:**  |  |
| **Signed:**  |  | **Date:**  |  |

Saint Felix School Ltd committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).