



KIRKHAM GRAMMAR SCHOOL

SCHOOL SURGERY TERM TIME/PART TIME 2.5 DAYS

CONTRACT TYPE: PERMANENT - COMMENCING WORK SEPTEMBER 2024

BACKGROUND

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School. The Senior School pupils age range of 11 - 18 years. The Head is responsible for running the school, assisted by their Senior Leadership Team, including a Bursar who has responsibility for the financial matters pertaining to the Foundation as well as the grounds. There are close links with the Junior, Infant and Pre-School, situated across the road. The Governing Body and Bursarial Department are common to both schools.

THE POST

To provide a high standard medical service to the pupils, staff and visitors to the school.

The duties will be wide and varied and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time but will include the following:

RESPONSIBILITIES

NURSING

- Organise and run the school surgery including the management of medications, supplies and equipment.
- Provide First Aid emergency care and treatment for pupils, staff, and visitors to the school.
- Operate procedures for control of infectious diseases and monitor pupil return after sickness/diarrhoea.
- Create and maintain care plans for pupils requiring them through liaising with parents and other lead professionals. Ensure awareness and understanding of the plans and provide annual awareness sessions as appropriate.
- Develop and maintain the asthma register. Ensure compliance from staff, pupils and parents and organise annual awareness sessions.
- Provide First Aid cover occasionally on a Saturday at home sporting fixtures.

- Provide signposting to health services as appropriate and signposting for pupils with emotional needs.
- Maintain up to date complete First Aid kits around school and make available for sporting events. This will involve purchasing stock medications, First Aid supplies, and sundries.
- Be aware of and maintain the recommended safe storage usage and disposal of medical supplies and drugs.
- Maintain surgery stock, hygiene and tiredness.
- Arrange/book any necessary medical, dental or any other health related appointments for boarding children. Where necessary, accompany children to A &E in an emergency.
- If required, accompany pupils or staff to confidential appointments.
- Make contact with parents regarding any pupil health concerns.
- Confidential support service for staff with medication.

HEALTH EDUCATION

- Promote Health Education with pupils who present at surgery.
- Ensure provision of and access to a range of publicity materials on issues relating to health.
- Signpost pupils to get specialist help.
- Liaise with Deputy Head (Pastoral) over pupil concerns.

ADMINISTRATIVE

- Maintain medical records accurately, confidentially and safely.
- Keep records to a high standard.
- Follow drug protocol and record drug stocks accurately.
- Maintain general office procedures
- Advise Boarding House staff regarding the 'out of hours care' for boarders who are unwell.
- Ensure the surgery is compliant with up to date legislation and is practicing safely.
- Representation at relevant meetings including Health and Safety and Team Leader meetings.

HEALTH AND SAFETY

- Have an involvement and awareness of Health and Safety issues within school.
- Maintain complete records of reported accidents.

LIAISON

- Work closely with all staff and parents to ensure continuous care to the Boarders.
- Work closely with Deputy Head (Pastoral) on individual pupils concerns.
- Liaise with school health advisors, doctors, pharmacies as appropriate.

REPORTS TO: Deputy Head (Pastoral)

PERSON SPECIFICATION:

- Minimum qualifications: English and maths
- Previous experience of nursing
- Computer/keyboard skills
- First Aid Qualification essential
- Hold a full driving licence
- Have a caring and patient nature
- Be calm, sensible and well organised
- Good communicator with children, staff and parents and work closely as a team.
- Be accessible, approachable and willing to take a great interest in the health and wellbeing of pupils and staff.

FURTHER INFORMATION

SALARY:

Remuneration will be commensurate with skills and experience.

HOLIDAYS:

This is a term-time position

PENSION:

Contributory Pension Scheme, if required

APPLICATION:

By application form and supporting letter, giving the names, addresses and telephone numbers of two referees, together with details of your current remuneration package to:

Mrs A Roberts
HR Manager
Kirkham Grammar School
Ribby Road
Kirkham
Preston
PR4 2BH

Tel: 01772 684264

a.roberts@kirkhamgrammar.co.uk

The post is subject to two satisfactory references, DBS clearance and verification of qualifications.

CLOSING DATE:

Applications should be received no later than 17/05/24 noon.

Interviews to take place week commencing - Morning of 24/05/24