



Job Description

Job Title:	Registered Nurse
Department:	Medical Department
Responsible to:	Lead Nurse Vice Principal (JH) Joint Principal (NS)

Information about Chetham's

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

The post holder is accountable to the Lead Nurse for all aspects of medical care and administrative, financial, and budgetary issues. The School Doctor oversees the medical work of all the Nursing Staff. The Nursing Staff are firstly accountable to the Lead Nurse, but overall accountable to the Joint Principal (NS)

To provide a clinically effective, high-quality service of nursing care to students and first aid care to all members of the School Community. To undertake one week of nursing duties as per the rota for the Music Summer School which usually takes place in August each year.

KEY RESPONSIBILITIES

1. Professional	<ul style="list-style-type: none"> • Adhere to the NMC's 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. • Employment of evidence-based practice to develop and maintain a high-quality of nursing care to students.
2. Nursing To provide a high standard of service within NMC guidelines to students, members of staff and any visitor while on site	<ul style="list-style-type: none"> • Organisation and running of Nurse drop-in clinics. • Ensuring care plans are developed and written for students requiring them, in liaison with students, parents and House Staff. • Carrying the Nurses' mobile phone and responding to all emergencies with the School whilst on duty. • Providing first and aid and emergency care and treatment as necessary for students, all members of staff and any visitor within Chetham's School • Maintenance of School first aid boxes and kits. • Caring for students who attend for routine medication, dressings and simple nursing needs using evidence-based nursing practice. • Advising students where necessary to attend the School Doctor's surgery or refer the student to their own GP as appropriate. • Aiding and chaperoning the School Doctor during surgeries or when required. • Arranging for students to attend any medical, dental, or other health appointments as required. Organising a chaperone and transport as necessary. • Assessing, planning, implementing and evaluating in-patient care of students admitted into the medical centre. • Providing a confidential health advice service as appropriate. • Informing students of trained counselling services offered both in and out of School. • Keeping up to date with national and local service providers; NHS, private, voluntary organisations and self-help groups. • Carrying out student health surveillance programmes in conjunction with the rest of the Nursing Team. Providing guidance, follow up and/or referral on to other health care professionals, services or agency as necessary. • Following good practice and specific government directives on immunisation procedures relevant to the school population and individuals. • Operating procedures for infection disease control, being aware of management of communicable diseases and infection control measures. • Following procedures for the safe disposal of sharps and other clinical waste. • Being aware of recommended safe storage, usage and disposal of medical supplies, vaccines and medications. • Maintaining high standards of hygiene and tidiness throughout the medical centre. • Maintaining treatment room stock, hygiene and tidiness.

	<ul style="list-style-type: none"> • Being familiar with the School's Safeguarding and Child Protection Policy and Procedures and reporting any concerns immediately. • Undertaking in-house training and child protection training as required. • Taking on responsibility for specific areas of student health care as may be delegated from time to time by the Lead Nurse.
3. Health Education	<ul style="list-style-type: none"> • Promoting health education throughout the school population. • Taking part in the delivery of PHSE to support teaching staff as appropriate. • Ensuring the provision of and access to a range of publicity materials on issues relating to student health. • Creating health promotion displays for use with the school and the medical centre. • Keeping up to date with current health promotion initiatives.
4. Administrative	<ul style="list-style-type: none"> • Maintaining medical records accurately, confidentially, and safely in line with NMC standards. • Keeping nursing records to a high standard ensuring the accurate and rapid retrieval of information in line with NMC standards. • Recording administration of medications following administration of medical policy and NMC standards. • Maintaining general office procedures.
5. Health and Safety	<ul style="list-style-type: none"> • Recording accidents as per the Accident Reporting Policy. • Being involved with and awareness of Health and Safety issues within the School, which may affect staff, students or the environment. • Complying with all and any requirements within the Departmental and School Risk Assessments and reporting any identified hazard to the Lead Nurse.
6. Liaison	This will include working closely with:
Internally	<ul style="list-style-type: none"> • Other members of the nursing team to ensure a high standard of effective, seamless and continuous care. • Appointment chaperone. • Assistant Principal and Joint Principal • Designated Safeguarding Lead • Parents/carers and guardians • House Staff, music staff, academic staff and the School office staff • All other departments as necessary.
Externally	<ul style="list-style-type: none"> • Doctors, Health Centre administration and pharmacy staff. • Appointment and Admission staff for consultants, orthodontics, dentist and opticians. • School Health Advisers and other members of the primary health care team. • Social Services where appropriate.

This is not an exhaustive list of duties and the School Nurse will be expected to be flexible to meet the medical needs of the School community.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date:



Person Specification

	Essential	Desirable
Qualifications	RN	
	NMC Registered	Member of RCN
Knowledge and Experience	Current nursing knowledge and recent practice and experience	
	Working effectively as part of a team	
	Awareness of child health issues (ages 8 to 18)	Previous School Nurse experience
	Current knowledge of Safeguarding issues	Has received training in Child Protection
	Awareness of Health Promotion initiatives and delivery	Experience of provisions of School Health Education
	Knowledge of Mental Health issues	Experience in Mental Health
Skills and Competencies	Excellent assessment and diagnostic skills	Previous Practice Nurse, A&R or Triage experience.
	Ability to undertake a range of clinical skills including First Aid and Emergency care	Holds First Aid at Work Certificate
	Ability to communicate effectively on paper and in person	
	Excellent record-keeping skills	
	Ability to work independently as well as being a strong team player	
	Ability to work with complete discretion	
	Ability to meet agreed priorities/deadlines	
	Good IT skills	
	Responds positively to change, is investigative and adaptable.	
Training	Evidence of CPD	Diploma or Degree
	Willingness to learn new skills.	
	Commitment to continuous personal and professional development	
Personal attributes	Caring and supportive personality	
	Friendly and approachable	
	Considerable initiative and good organisational skills and sense of responsibility.	
	High level of common sense.	
	Thorough and pays attention to detail.	
	Courteous, patient, kind attitude	
	Good listener	
	Self-motivated, flexible and enthusiastic	
	Honesty and integrity	
	Smart and professional appearance	