

LOCATION	The British International School Shanghai, Pudong Campus	
JOB TITLE	School Nurse	
JOB PURPOSE	To maintain the clinic needs and those of students & staff on a daily basis	
REPORTING TO	Associate Principal	
OTHER KEY RELATIONSHIPS	Locally employed Nurse	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<ul style="list-style-type: none"> ▪ Attending to serious injuries and ensuring a safe and comfortable transfer to hospital ▪ Producing and completing the relevant paper work and informing Head teacher, class teacher and parents as appropriate ▪ Provide instruction in the use of emergency medication that maybe needed by particular students ▪ Maintaining the clinical area ensuring medication is clearly labelled and in date ▪ Managing the safe storage and administration of prescribed medication ▪ Keeping records of injuries / sickness seen in the clinic ▪ Communicating with parents regarding their children's injury / sickness ▪ Informing parents of reported infectious diseases in school ▪ Reporting to teaching staff / parents any developmental or medical issues that may require further medical investigation 	<ul style="list-style-type: none"> ▪ CCA First aid training for key stage 2 & 3 ▪ Further development of health education within the school ▪ Possible development of first aid training for teaching staff ▪ Sourcing medical professionals for the school to draw on as it requires 	
<p>Support role</p> <ul style="list-style-type: none"> ▪ Sourcing and maintaining basic first aid kits for use on school trips ▪ Production of information / fact sheets e.g. how to deal with head lice, chicken pox and other children's illnesses suitable for distribution to staff and parents ▪ Supporting teenagers with teenage specific medical issues e.g. teenage spots, mood swings etc 	<ul style="list-style-type: none"> ▪ Support staff, students and their families both medically and psychologically as required 	
<p>Health and safety</p> <ul style="list-style-type: none"> ▪ Reporting of preventable injuries to senior management ▪ Reporting of health & safety issues to senior management ▪ Preparing of "medical Alert" information sheets ensuring teaching staff are aware of any special medical needs of the children they teach ▪ Prepare detailed care plans for children with potentially serious medical conditions e.g. epilepsy, hydrocephalus, severe allergies, heart conditions ▪ Reporting of accidents to Nord Anglia for both Primary and Secondary school ▪ To monitor the progress of a potential pandemic e.g. "Avian Flu" and report to senior management any major developments ▪ Organizing mass influenza vaccinations in school ▪ Organizing audiology assessments (by external specialists) ▪ Organizing visual assessments (by external specialists) 	<ul style="list-style-type: none"> ▪ Working with senior management to promote good standards of health & safety ▪ Assisting SLT with the writing of school guide lines / policies relating to medical issues 	

<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal Development Plan
<p>OTHER</p> <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ Any other appropriate duties as allocated by the Chief Executive Officer 	<ul style="list-style-type: none"> ▪ Valued member of the team and organisation

PERSON SPECIFICATIONS	
Qualifications/Training	
<ul style="list-style-type: none"> ▪ At least 3 years working experience as registered nurse 	Essential
<ul style="list-style-type: none"> ▪ Nursing Degree 	Essential
Experience / Knowledge	
<ul style="list-style-type: none"> ▪ Worked with children before 	Essential
<ul style="list-style-type: none"> ▪ To be capable of attending to both minor and major medical issues 	Essential
<ul style="list-style-type: none"> ▪ Managing the safe storage and administration of prescribed medication 	Essential
<ul style="list-style-type: none"> ▪ Management of Epipens & Ventolin pumps 	Essential
<ul style="list-style-type: none"> ▪ General knowledge of Asthma, Epilepsy, Diabetes 	Essential
Skills	
<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills 	Essential
<ul style="list-style-type: none"> ▪ Confidentiality 	Essential
<ul style="list-style-type: none"> ▪ Oral and written English 	Essential
Personal Attributes	
<ul style="list-style-type: none"> ▪ High levels of personal integrity. 	Essential
<ul style="list-style-type: none"> ▪ Excellent organisational and time-management skills 	Essential
<ul style="list-style-type: none"> ▪ Attention to detail 	Essential
<ul style="list-style-type: none"> ▪ Ability to work under pressure and remain calm 	Essential
<ul style="list-style-type: none"> ▪ Willingness to take on multiple tasks 	Essential
<ul style="list-style-type: none"> ▪ Team player 	Essential
<ul style="list-style-type: none"> ▪ Self-motivated and enthusiastic 	Essential

▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

- **OTHER CONDITIONS**

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Shanghai