

LOCATION	Nord Anglia International School, Hong Kong	
JOB TITLE	School Nurse	
JOB PURPOSE	To deal effectively with illnesses or injuries for staff and pupils as well as to promote health and wellbeing for all.	
REPORTING TO	Assistant Principal	
DIRECT REPORTS	Nil	
OTHER KEY RELATIONSHIPS	Staff, pupils and parents as well as external agencies	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<ul style="list-style-type: none"> ▪ Treatment of minor illnesses, injuries and sickness for staff, pupils and visitors. ▪ Attending to serious injuries and ensuring a safe and comfortable transfer to hospital ▪ Producing and completing the relevant paperwork and informing the Principal, Class Teacher and parents, as appropriate ▪ Provide instruction in the use of emergency medication that may be needed by particular pupils ▪ 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 about any developmental or medical issues that may require further medical investigation ▪ Giving advice and information to promote health and wellbeing e.g. drugs education, diet etc. 	<ul style="list-style-type: none"> ▪ 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 	
Support Role <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, pupils and their families both medically and psychologically as required 	
Health and Safety <ul style="list-style-type: none"> ▪ Reporting of preventable injuries to senior management ▪ Reporting of Health and 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 monitor the progress of a potential pandemic e.g. "Avian Flu" and report to senior management any major developments 	<ul style="list-style-type: none"> ▪ Working with senior management to promote good standards of Health and Safety ▪ Assisting SLT with the writing of school guidelines / policies relating to medical issues 	

<ul style="list-style-type: none"> ▪ Organising mass influenza vaccinations in school ▪ Organising audiology assessments (by external specialists) ▪ Organising visual assessments (by external specialists) 	
<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	
▪ Professional nursing qualification	Essential
▪ Current training in the medical area	Essential
Experience / Knowledge	
▪ Minimum of 2 years' nursing experience	Essential
▪ Capable of attending to both minor and major medical issues	Essential
▪ Appropriate medical knowledge e.g. Asthma, Epilepsy, Diabetes	Essential
▪ Managing the safe storage and administration of prescribed medication	Essential
▪ Management of EpiPens and Ventolin pumps	Essential
▪ Experience of working with children and adults	Desirable
▪ School working experience	Desirable
Skills	
▪ Excellent interpersonal and communication skills	Essential
▪ High level of care provided	Essential
▪ Very good standard of oral and written English	Essential
▪ Organisational and problem solving skills	Essential
Personal Attributes	
▪ High levels of personal integrity	Essential
▪ Pleasant, approachable manner	Essential
▪ Honest, reliable and confidential	Essential
▪ Shows care and consideration for others	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Team player	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently, showing initiative	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 Hong Kong.

Dear Applicant,

Nord Anglia Education is the world's leading premium international school organisation with 28 schools in China, Europe, the Middle East, South East Asia and North America, with two new schools opening in Hong Kong and Dubai this September. Our organisation has been operating premium international schools for over 20 years. Within the last three years we have been particularly successful and have doubled our size and seen significant growth both within our existing schools and through the acquisition of new schools. We are a fast growing, successful education company. Our schools are mostly British International Schools and follow the English National Curriculum plus the International Baccalaureate Diploma at 16-18, plus, in some locations, A-levels, the French Baccalaureate and the Swiss Maturité.

We educate students from early years through to eighteen in through-schools. Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities represented. Many of our parents are ex-pats working away from their home country but we also educate local students.

Currently employing over 3,500 staff and educating over 18,000 students our schools are seen as the premier school in almost all of the cities in which we operate and are a very popular choice for parents. Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location, but they are united by the quality of education they offer, the efficiency with which they are managed and the excellence of the student experience. We position our schools as at the forefront of contemporary educational practice while preserving traditional educational values.

Outstanding teaching professionals and our distinctive educational model create exciting high performing learning environments.

A Nord Anglia Education student will benefit not only from the richness and expertise within their own School environment but also from other Schools across the Nord Anglia Education family.

The academic achievement in our Schools is improving year on year across every Key Stage. Nord Anglia Education Schools are non-selective yet, on average, our student's score four points above the global average in their IB diploma, as well as being offered and accepting places at the world's top 30 Universities.