



Celebrating 45 Years

Job Description: School Nurse

LOCATION	Dover Court International School
JOB TITLE	School Nurse
JOB PURPOSE	To provide medical support for all activities conducted at the school and to ensure a safe and healthy environment for all students, teachers and staff
REPORTING TO	School Business Manager
DIRECT REPORTS	None
OTHER KEY RELATIONSHIPS	Senior Leadership Team.
PACKAGE	School Nurse Pay Scale
KEY RESULT AREA	
<p>Provide first aid or emergency care to sick or injured pupils</p> <ul style="list-style-type: none"> Administer first aid care appropriate to the pupil’s condition Ensure that all medical supplies and equipment needed are available and in good working condition Inform parents about pupil’s condition In a case of a pupil having to be sent to hospital for accident/emergency treatment, the School Nurse will have to arrange for the pupil to be transferred to the nearest hospital with prior consent from the school Principal. The school Nurse will need to contact the parents/guardians to meet at the hospital. The school Nurse will be required to submit a full written report to the Head of School and Principal. Update all accident reports on Rivo <p>Administer nursing care to pupils as appropriate</p> <ul style="list-style-type: none"> Administer medicines and treatment appropriately Monitor pupil’s condition in the school clinic before sending the pupil back to class or home If the pupil is sent home, inform parents of the nursing care rendered and record it. Update lists of pupils’ allergies and to ensure this is made known to all academic and support staff. <p>Perform health screenings as appropriate</p> <p>Keep pupil medical list updated in the school system</p> <p>To be available for work outside of normal working hours and during weekends for sporting events or field trips</p>	
Personal Development	
<ul style="list-style-type: none"> Continual development through the identification and implementation of your own Personal Development Plan <p>Keeping up to date with the requirements of the role.</p>	



PERSON SPECIFICATIONS

Experience / Knowledge

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| ▪ Proven track record with at least three years in a customer facing role | |
| ▪ Experience of converting enquiries to agreed levels and targets | |
| ▪ Planning priorities and delivering against agreed service levels and targets | |
| ▪ Experience of enhancing 'the user experience' | |
| ▪ Experience of creating a customer focused culture | |

Skills

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| ▪ Excellent communications skills, particularly written and spoken English | |
| ▪ Ability to prioritise and deliver against agreed service levels and targets | |
| ▪ High level of interpersonal skills | |
| ▪ High level of networking and relationship building skills | |
| ▪ Natural flair for adapting and individualising the experience for each customer / family | |
| ▪ Data analysis and presentation | |

Personal Attributes

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| ▪ Results driven with high energy level | |
| ▪ Highly effective communicator and influencer | |
| ▪ Team player | |
| ▪ Can Do attitude | |
| ▪ Organised | |
| ▪ Integrity | |
| ▪ Ability to listen to others, formulate overall view and propose an individualised solution | |
| ▪ Affinity with and interest in education | |
| ▪ Customer focused ethos | |

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 Singapore.