

Job Description



Job Title: School Nurse	Service Area: School Health	
Directorate: CYPS DIRECTORATE	Post Number: FROM TRENT	Evaluation Number: 3695
Grade: PO1	Date last updated: February 2025	

Overall Purpose of Job

To develop, implement and evaluate a comprehensive school health service that is aimed to continuously improve standards of health and social care for the school aged population; and the facilitation of collaborative and multi-professional working across professional and organisational boundaries in partnership with key statutory and voluntary organisations.

This will be achieved through leadership and clinical excellence for our staff and involvement, self-care and personalisation for our service users; taking into account corporate and directorate objectives within the clinical governance framework which underpins the National Service Framework and Healthy Child Programme.

Job Summary

The post holder will be professionally responsible and accountable for the assessment of health needs, planning and evaluation of the school health service delivery, for both individuals and groups within a defined school age population. He/she will work in partnership with schools, parents/carers and other agencies to achieve the best health outcomes for children and young people.

As the key health worker, the school nurse will promote the health and wellbeing of the school-aged child so as to enable each child to reach his/her full potential in line with Newham's inclusive education policy. This will help to minimise effects of social, cultural and racial inequality.

The post holder will be required to develop a specialist role in areas of school health.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Provide a service to a caseload of primary/secondary school children as the named school nurse in appropriate settings such as school, clinic, home, youth clubs, special educational units and other educational establishments.
2. Identify and work in partnership to provide a service to vulnerable and socially excluded children who may or may not be attending school.
3. Work collaboratively in partnership with children, young people, parents / carers and other agencies, e.g. education, social services, other healthcare workers and the voluntary sector to meet the needs of children and young people.
4. Complete a universal school entry health assessment for children entering a school in Newham. This includes the screening of vision, hearing, growth, general health and any other concerns/problems, making referrals to audiology and optician as appropriate.
5. Identify, support, plan, deliver and evaluate health promotion activities in line with the school curriculum and locally agreed priorities.
6. Offer individual support and advice to children, young people, parents / carers, teachers and other professionals.
7. Demonstrate user involvement through surveys to plan for meeting the needs of the community.
8. Identify and devise appropriate individualised health care plan for the school aged child through continuous development, implementation and evaluation of programmes of care. Contribute to the assessment and review of special education and medical needs.
9. Identify and provide training programmes as identified through the needs of schools.
10. Adhere to local child protection procedures. Represent health at case conferences, core group meetings and other meetings as required. Monitor the health of children who have the child protection plans and those of concern. Provide accurate reports for case conferences and participate in the decision making process for child protection.

11. Provide reports to children's social care to support the safeguarding of children and young people.
12. Refer children to other agencies as appropriate and document referrals in progress notes contemporaneously.
13. Use school health profiling to develop the service to meet the needs of the school age population and to influence local policies as well as developing knowledge of local services and resources.
14. Work in partnership with the Specialist Clinical Leaders to develop and agree local service provision agreements for schools.
15. Participate in review child protection case conferences.
16. Provide preceptorship / mentorship to pre-registration and other students. Student mentorship will comprise of planning, teaching, and assessing.
17. Provide cover for sick or absent colleagues as required.
18. Keep accurate and contemporaneous records in line with policies and NMC guidelines.
19. Ensure that all records are perused and transferred out / in as per service record keeping procedure on RiO and use the Early Help record templates as required.
20. Record statistical data for input onto the ICT system to meet data entry deadlines as required by the service.
21. Contribute to quality data collection which will be used to inform users and commissioners and improve the development of an evidence-based school nursing service.
22. Participating in audit programmes for reviewing service development.

Professional Responsibilities

1. Comply with the NMC Code of Professional Conduct (2024).
2. Seek out and make use of research findings relevant to the work of the school nursing team so as to ensure that clinical practice within the team is evidence based.
3. Participate in clinical and child protection supervision.
4. Undertake regular review of performance with line manager to agree personal and service objectives.

5. Develop practice through continued education, which will benefit development and delivery of service and meet continuing professional development (CPD) requirements. Attend mandatory and other training. Keep an electronic record of all training.
6. Report any incidents / accidents to the line manager and complete the online reporting forms as appropriate
7. Undertake other duties as required that are commensurate with the aims of this post.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Associate School Nurse	Service Area: School Health	
Directorate: DIRECTORATE	Post Number: FROM TRENT	Evaluation Number: 3695
Grade: PO1	Date last updated: November 2016	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	Desirable	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>Understanding of the development and assessment needs of children aged 5 –16.</p> <p>Knowledge of recent developments in health and education relevant to school nursing practice.</p> <p>Understanding of the importance of clinical supervision and clinical effectiveness.</p> <p>Knowledge of child protection law and procedures</p> <p>Understanding of the need of children from diverse ethnic and cultural groups</p>	<p>Interest or knowledge in an aspect of school nursing together and the ability to share such knowledge with wider staff group.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<p>Education/Qualification:</p> <p>RGN/RSCN/Child branch</p> <p>Current valid NMC registration</p> <p>Evidence of self – development within the nursing sphere</p>	<p>Registered Sick Children Nurse / Child Branch Mental health / counselling qualification.</p> <p>ENB 998 or equivalent mentorship qualification</p>	<p>Application and Interview</p> <p>Application</p>
<p>EXPERIENCE:</p> <p>Experience of working in a nursing team in an acute or community setting</p> <p>Experience of working with children.</p> <p>Experience of contributing to team working</p> <p>Experience of planning and carrying out health promotion programmes</p>	<p>Experience of working in school health service.</p> <p>Experience of running groups</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Excellent communication skills, written and verbal</p> <p>Ability to contribute to the training for education staff, parents and children and young people</p> <p>Ability to work on own initiative and organise own workload while at the same time adhering to the quality and work standards required by the service</p> <p>Ability to critically examine own working practice and to contribute to the process of continual development of the school health service</p>	<p>Presentation, teaching and negotiating skills</p> <p>Ability to use IT and common software packages e.g. Word, Outlook, Excel and Powerpoint</p> <p>Ability to provide mental health support at Tier 1 level</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and interview</p> <p>Application and interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to be professional, emotionally intelligent and able to</p>		<p>Application Form/</p>

<p>communicate effectively in diverse situations</p> <p>Ability to put the 6 Cs into practice</p> <p>The six Cs - care, compassion, competence, communication, courage and commitment.</p>		<p>Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post [may/will] require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is subject to a enhanced DBS check.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>		<p>Application and Interview</p> <p>Application and Interview</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application</p>