

Job Description



Job Title: Child Health Screener (CHS)	Service Area: Children's Health 0-19	
Directorate: CYPS	Post Number: TBC	Evaluation Number: 5222
Grade: Scale 5	Date last updated: June 2025	

Aim of Role

The school health service will contribute to the London Borough of Newham (LBN) key priorities set out in the corporate plan for children, young people and families and in accordance United Nations (UN) Convention on the Rights of the Child¹.

The post holder will be a member of the School Health Team and work as part of the wider Child Health Information service (CHIS) team.

The post holder will work in conjunction with the Child Health Practitioners (CHP) within the school health service. They will contribute to the assessment of health needs and delivery of appropriate services to meet needs of both the individual and the wider Community within a defined area of the London Borough of Newham.

The post holder will undertake duties as delegated by the School Nurse, Child Health Practitioners, Public Health Programme Lead and other nursery nurses in the team. The Child Health Screener will support the delivery of the National Child Measurement Programme (NCMP) (Reception and Year 6 cohorts) and the Hearing and Vision Screening Programme (Reception cohort) across all primary schools in LBN and to children who attend alternative provisions.

The post holder works as part of the LBN public health nursing team, liaising and working with statutory and voluntary agencies to promote the health and wellbeing of the local population as delegated.

The post holder will assist and support the children and young people's public health workforce (0-19) to carry out their duties around health screening, support around a specific health concern including safe guarding, uptake of routine immunisations, including school aged immunisations and the seasonal Nasal Flu programme.

The post holder will be required to undertake the key functions within CHIS Team including liaison with local and national maternity and child health departments to enable smooth exchange of patient identifiable clinical data and information on a daily basis to facilitate clinical service delivery to local children and families living in Newham, as delegated.

The post holder will be involved in data collection and inputting which contributes to identifying local health needs across the 0-19 years health services across the London Borough of Newham

¹ United Nations Convention on the Rights of the Child (1990)

The post holder reports to the Child Health Practitioner and is supervised by the Public Health Programme Lead Health

The post holder has no budget responsibility

The post holder will be required to adhere to this dress code of smart but casual.

The NCMP is a mandated annual programme delivered by all local authorities which involves taking the height and weight of all children in reception and year 6 cohorts. Vision screening is delivered in line with National Screening Committee recommendations and aims to identify children aged 4 to 5 years with reduced vision and amblyopia enabling timely intervention (PHE, 2018). Screening reception aged children's hearing aims to identify any hearing problems that may have been missed or have slowly been getting worse since the newborn screen (NHS, 2018).

Amblyopia is a form of abnormal vision system development. Early detection of amblyopia is necessary to avoid permanent visual impairment by allowing treatment to be undertaken within the sensitive time period of growth and change in the visual system.

The School Health Screener should have a minimum of 2 years experience of working with children of all ages and an interest in Public Health. The post holder will be expected to act within their scope of practice, level of training and competence and be aware of their limitations at all time. They will work across the four integrated locality hubs providing a screening service to all eligible children supporting the child health practitioner role. Strengthening the delivery of the universal 4, 5, 6, service model evidenced by the Healthy Child Programme and Health for All Children 5th Edition.

Job Summary

- To support the Child Health Practitioners within a defined caseload of schools where they will independently deliver both the NCMP hearing and vision screening, under the support and guidance of the child health practitioners skill mix.
- To accompany members of the school health team as required to facilitate and support the delivery of services within the various schools and community settings.
- To update patient information on Rio and on Children's health service (0-19) IT database systems, ensuring data quality is monitored and any concerns raised.
- To deliver pre-NCMP and hearing and vision sessions for parents/carers of eligible children under the guidance / partnership with the Child Health Practitioners.
- To book screening sessions in school in accordance with the screening programme timetable.
- To know the standards required when booking and negotiating the space in schools to perform the NCMP and screening sessions including completing risk assessments of the allocated spaces.
- To be responsible for the care and maintenance of the screening equipment including safe storage, cleaning and ensuring its availability for calibration.
- To have an understanding of the Infection Control Policy and what the expected standards are for a school screening session and comply with the annual mandatory infection control training.
- To deal with enquiries from schools and parents/carers regarding the screening programmes and refer any concerns to the Child Health Practitioners or School Nurses

- To be able to recognise potentially sensitive information and ensure they are delivered to families by the most appropriate member of the school nursing service being mindful of its impact on children and families emotional health and wellbeing.
 - To be able to identify children whilst screening who may require support with their oral hygiene, provide tier 1 advice and make the necessary referrals.
 - To be able to escalate to the Child Health Practitioners, School Nurse or Specialist Clinical Leader, Public Health Programme Lead and act accordingly if any safeguarding concerns arise from or during a screening session such as identifying potential neglect, physical abuse or disclosure to the named school nurse.
 - To bring any concerns detected regarding a child's emotional health and wellbeing during a screening session to the attention of the allocated school nurse
 - The post holder reports to the Child Health Practitioner
- To attend screening forums contributing to the learning from and the development of the screening programme.
 - To be able to use the digital systems such as Thomson School screener and NHS digital to input data in order to support the clinicians in making sound clinical decisions.
 - To be able to accurately document on clients electronic records such as RiO, all client contact and screening outcomes.
 - To recognise children with special needs and or learning difficulties who may require additional support to complete the screening or require immediate referral to specialist services and liaise with the nursery nurse skill mix.
 - To fully understand the opt-out consent procedures when offering the NCMP and screening programme to parents/carers and the implications this has when screening eligible children.
 - To liaise with the allocated school nurse regarding any children persistently absent or where there are safeguarding or any other concerns.
 - To make every effort to screen all eligible children including identifying where children have moved in or out of the borough during the academic year to ensure equal access to screening programmes and a greater coverage across the borough.
 - To follow up any children who 'Was not brought' (did not attend) to their appointments at specialist services to support attendance at subsequent appointments offered and escalate where appointment are routinely not attended to the named school nurse.
 - To support with the dissemination, completion and collation of School Entry Health Assessment (SEHA) questionnaires and make screening decisions utilising the information obtained.
 - To be able to provide brief Tier 1 advice to parent/carers regarding health issues such as access opticians, dentists, healthy lifestyle advice with the appropriate training, guidance and assessment of competence.
 - To have an understanding of the General Data Protection Regulations and Data Protection Act and the impact this has on the screening programmes and information sharing.
 - To maintain the confidentiality of our clients unless otherwise indicated first taking advice from the named school nurse or senior member of the 0-19 Children's Health Service.

NCMP

- To take accurate heights and weights of children in a school and clinic environment.
- To inform all parents/carers of their child's growth measurements via letter and provide additional support if they fall out of the healthy range, through brief interventions and onward referrals to the skill mix within the school health team.
- To have a sound understanding of healthy eating and healthy lifestyles.

- To have a sound knowledge of the NCMP Operational Guidance (OHID, 2024) and adhere to the local Standard Operating Procedures.

Vision

- To raise concerns identified with children's sight using the Thomson Schoolscreener system in addition to being skilled in visually identifying issues such as squints to aid the referral process.
- To be able to identify children who already wear glasses and determine if further intervention is required.
- To have a sound knowledge of the Public Health England Service Specification for the Child Vision screening programme.

Hearing

- To be able to identify concerns with children's hearing using the Thomson Schoolscreener system in order to arrange a second screening session and where necessary make onward referral to the audiology service as supported by clinical guidance.
- To be able to identify children who already have interventions in place to support their hearing/communication and determine if further intervention is required.

Specific training available

- How to have difficult conversations
- Excel
- Thomson Schoolscreener
- NHS digital
- RiO
- Annual Growth training
- Complete the LBN screener specific competencies
- Academic hearing and vision training delivered by specialist services annually
- Initial assessment of vision screening competence by Ophthalmology services, then bi annually thereafter with bi annual clinic observations
- Training on other Public Health initiatives such as healthy lifestyle advice where appropriate.

Other Duties

- To participate in specific public health and other initiatives as requested.
- To take and promptly pass on accurate notes and information, exercising independent judgement and discretion when handling, monitoring and filtering calls within data protection, customer care and confidentiality guidelines
- To book interpreters and translators for clients appointments and monitor confirmation of bookings and action as appropriate.
- To participate in research as requested. To be responsible for keeping oneself up to date with changes in the NHS/Health and Social Care and practices within one's sphere.
- To keep accurate records on the electronic child health system and maintain accurate RiO diary and use the Early Help template as required.
- To have knowledge and adhere to all current policies and procedures, by the correct use of reports, memoranda and other communication paying particular attention to child protection policies and procedures.

- To submit mileage, special duty and petty cash claims punctually as appropriate.
- Clinical Supervision – To continue professional and personal development and clinical supervision within the organisation and other relevant programmes elsewhere.
- To represent the children and young people service at working groups/meetings as requested by the integrated manager.

Effective Communications and Working Relationships

- To have excellent verbal, written and communication skills
- To report to the line manager any issues that are of concern relating to health and safety of the building.
- To have the ability to remain calm and sensitive in difficult and stressful situations
- To work in close collaboration with multi agency teams including; GPs, teachers, school support staff, Health Visitors and allied health professionals to ensure safe transfer of records at key transitional points (reception)

Infection Control:

Staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the London borough of Newham Children's Health service.

Data Protection:

All employees must abide by the principles outlined in the Data Protection Act 1998 and the Freedom of Information Act 2000, as per the London Borough of Newham Information Security Policy.

*The above mentioned duties are neither exclusive nor exhaustive and can be amended from time to time after consultation with the post holder.

*The post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager / Head of Service within the grading level of the post and the competence of the post holder

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



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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- Essential	Desirable	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>An understanding of child development and expected milestones.</p> <p>To have an understanding of the Healthy Child Programme.</p>	<p>Knowledge of the NCMP and the hearing and vision screening programme.</p>	<p>Application and Interview</p> <p>Application and Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <p>Minimum NVQ Level 2/3 or equivalent</p> <p>Maths and English GCSE C or equivalent Foundation skills</p> <p>Childhood Studies Level 2</p> <p>Evidence of continuous professional development</p> <p>ECDL and/or advanced keyboard skills</p> <p>This post is subject to a [standard/enhanced] DBS check.</p>	<p>BTEC in Health and Social Care Level 2, BTEC in Early Years Workforce Level 3, BTEC in Early Years and</p>	<p>Application and Interview</p>

<p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p> <p>Or equivalent experience in the workplace</p>		
<p>SKILLS AND ABILITIES:</p> <p>Excellent communication skills, written and verbal</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 screening programme</p> <p>Ability to use IT and common software packages e.g. Word, Outlook, Excel and PowerPoint</p> <p>Ability to negotiate and navigate in a multidisciplinary team.</p>	<p>Willingness to update in the use ICT packages and other software packages e.g. Word, Outlook, Excel and PowerPoint, NHS digital, Thomson Schoolscreener</p> <p>Ability to motivate others to act.</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>EXPERIENCE:</p> <p>Minimum of 2 years experience of working with children.</p> <p>Experience of contributing to team working</p>	<p>Working with children in a school or health setting</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 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>Application Form/Interview/Test</p> <p>Application Form/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 an 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 Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>
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