

LEAD NURSE

JOB DESCRIPTION

Reports to: Chief Operating Officer (COO)

ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School is also moving from being a senior school to an all through 3-18 school with nursery, thanks to a 2021 coming together with Quanton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our recent school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The Health and Wellbeing Team are made up of the Lead Nurse and School Nurse, based at the John Lyon Medical Centre and a Welfare officer, covering pupils' medical needs at Quainton Hall.

The John Lyon Medical Centre is a busy place, situated in two recently renovated and well-equipped rooms. We offer a friendly and welcoming environment for children who are unwell or injured, or just need a quiet space and a chat. The promotion of health and wellbeing is at the centre of what we do, and our aim is to treat children quickly, so that they can return to their lessons. For those children who need to stay longer, the medical centre is a quiet and comfortable sanctuary.

Pastoral care is at the heart of everything the School does and therefore, as well as dealing with injuries and illness, the Medical Centre works closely with the Pastoral Team and delivers PSCHE sessions to all year groups on health-related matters, as well as staff training and running first aid courses for pupils. We also run a Healthy Lifestyle Programme alongside the PE department, supporting children to eat well and be active. We also speak regularly with parents, both reassuring them and advising them on their child's wellbeing.

The Medical Centre is open during school hours, and also offers First Aid Cover every Saturday during the Autumn and Spring Terms, for Football and Hockey fixtures.

PRINCIPAL RESPONSIBILITIES

- Working closely with John Lyon's Assistant Head (Pastoral) and Quainton Hall's Deputy Head to provide top quality medical care, that ensures the physical and mental health and wellbeing of all pupils, and to support the School Nurse and Welfare Officer in achieving this
- To ensure that the School Nurse and Welfare Officer are aware of and understand nursing guidelines and the School's policies and procedures.
- Work alongside pastoral staff to provide an excellent standard of pastoral care which is at the centre of all the School does, which includes health promotion and support for ongoing medical issues
- Treat and deal with pupil accidents and emergencies within the School (although this could include staff on occasion)
- To be the Senior School's Catering Liaison with the external catering providers; working closely with the Chef Manager to develop menus, updating the details of children at risk of allergic reaction; the point of contact for parents who have queries regarding the School's lunches.
- Work collaboratively with relevant outside agencies, school staff and parents as required to achieve the best health and wellbeing outcomes for pupils
- In conjunction with the School Nurse and Welfare Officer:
 - Promote mental health education throughout the School community, including supporting and evaluating the provision of Counselling and Wellbeing sessions to pupils.
 - Arrange First Aid and other training for school staff as required.

- To keep up to date with professional developments and ensure information is disseminated to the Health and Wellbeing Team.
- To provide First Aid Cover, on a rota basis, for Football and Hockey fixtures on Saturdays during the Autumn and Spring Term.
- To provide up to date pupil Medical and Dietary information to the Sports Department ahead of Away Fixtures and Educational Visit Leaders prior to all School trips.
- To be responsible for the Medical Centre Budget.
- Review and update the School's medical policies as required.
- To ensure Pupil Individual Health Care Plans are up to date and to review them annually.
- Manage the Healthy Lifestyle Programme and offer support to parents and pupils as required.
- To attend the School's Health and Safety Committee
- Support teaching staff in the delivery of PSCHE classes
- Maintaining clear detailed records of all care; recording administration of medication, including Controlled Drugs; record and file accident, incident, RIDDOR and HSE forms when required; transferring and archiving of pupil records when they leave School in line with GDPR guidelines
- Ensure all first aid provision, including fixed boxes and portable kits, is maintained in line with School procedures
- Arrange a schedule of pupil vaccination dates, supporting Community School Nurses where required
- To ensure the Medical Centre is fully compliant with, and operates in line with current regulations including Public Health England, the Nursing and Midwifery Council and Independent Schools Regulations
- Ensure compliance of all School administrative processes and procedures for ISI inspections

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

LEAD NURSE

PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| EDUCATION & KNOWLEDGE | | |
| Qualified to degree level or equivalent | X | |
| RGN registered | X | |
| A&E/ Minor Injury Assessment/Primary Care Experience | | X |
| A qualification in or knowledge of counselling | | X |
| SKILLS & EXPERIENCE | | |
| School Nursing/ paediatric experience | | X |
| Some training, experience or active interest in Counselling, Psychology or Mental Health support | | X |
| Excellent verbal and written communication skills | X | |
| Good IT (Word, Excel, Databases) and Office Administration skills | X | |
| Ability to deal confidently and professionally with emergencies | X | |
| Ability to work quickly and calmly under pressure | X | |
| Ability to prioritise and manage own work | X | |
| Working unsupervised and on own initiative | X | |
| Current and clean Driving Licence | X | |
| Excellent interpersonal skills | X | |
| Empathy and patience with young people | X | |
| Enthusiasm, energy and flexibility | X | |
| Proactive and well organised | X | |
| High level of discretion and confidentiality | X | |

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.