**School Nurse – Job Advertisement – SCIS & S1 Jobs**

Start Date: Spring Term, January 2019

Contract Type: Full time

Salary: Dependent upon experience

Contract Term: Six months initially, possibly permanent thereafter

Cargilfield is a leading independent IAPS preparatory school in Edinburgh for boys and girls aged 3 to 13, both day pupils and boarders.

We are seeking to recruit an experienced School Nurse to join us at the start of the Spring Term in January 2019.

The ideal candidate will be an enthusiastic, qualified nurse. He/she will be prepared to participate fully in the busy life of the School, provide outstanding pastoral and nursing care and contribute to the ongoing development of the medical department in the School. The School would be particularly interested in hearing from candidates with experience of or a demonstrable understanding of the ethos of a leading independent school.

Cargilfield is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and PVG.

Closing date for applications is noon on Thursday 3rd January 2019.

To apply please send a CV and covering letter in the first instance to bursar@cargilfield.com

**DETAILED JOB DESCRIPTION:**

Weekly Hours: Monday to Friday 8am to 4.30pm, term time only.

There will be the requirement for occasional extra sessions at a weekend to cover sports tournaments although there will also have flexibility within the weekday hours.

**RESPONSIBILITIES:**

* To assist the Health and Welfare of both Boarding and Day children;
* To maintain the medical records of all pupils;
* To distribute medical information to the wider School as necessary (Form teachers, Catering team etc…);
* To correctly administer, document and store all medicines as required;
* To drive children to medical appointments (doctor, dentist, hospital, social workers etc…);
* To administer first aid as required;
* To provide ‘touch line’ first aid for all home games on weekdays and on occasional weekends as required;
* To contact parents if a child is unwell or has had an accident;
* To liaise with parents over medical matters and deal with parental concerns where necessary;
* To ensure that all pupils (but with particular emphasis on Boarders) are eating a nutritional and well balanced diet;
* To supervise the changing rooms at 14.00, 15.05 and again at 16.05;
* To be involved in pastoral meetings as required;
* To be involved in the School’s PSHE programme as required;
* To attend First Aid, Child Protection, GIRFEC & Health & Safety training as required;
* To be fully versed in Care Inspectorate & NMC standards and procedures and ensure that these are adhered to;
* To ensure that NMC registration is maintained and professional development undertaken as required;
* To maintain good order and discipline among pupils and to safeguard their health, safety, and general welfare, with particular reference to the School’s Child Protection Policy;
* To communicate any significant welfare issue or any Child Protection issue to the Child Protection Officer or Headmaster;
* To take part in the School’s Staff Appraisal system;
* To be familiar with the contents of the Staff Handbook, and all academic and welfare policies set down by the school;
* To be available for two days at the end of each term and two days before the beginning of a term: various training days and meetings may be held during these days;
* To attend meetings and school functions as appropriate – these are advertised as early as possible and occasionally may occur at the weekend – and to contribute positively to the welfare of the Cargilfield community at all times;
* To perform any duties which the Headmaster may reasonably ask.