



Job Description: Assistant School Nurse

Job Purpose: To assist with the planning, implementation, coordination, and evaluation of the school's health services within St. Saviour's school. To maximise the quantity of in-class time by reducing the incidence of health-related absenteeism and eliminate or minimise health problems which impair learning. The Assistant School Nurse will report to the School Nurse.

Responsibilities

- To participate in the implementation of school-health services, procedures and collate reports on each pupil on their health record.
- Respond to medical emergencies and administer first aid as the need arises.
- Maintain medical records and other relevant information securely, respecting confidentiality.
- Encourage pupils and staff to adopt a healthy lifestyle.
- Be accessible to pupils for medical concerns and other issues.
- Be familiar with the school's Health and Safety Policy.
- Escort pupils to hospital where necessary.
- Maintain accident book and reporting in line with the school's policy.
- Assist with the organisation of first aid training for staff and maintenance of the first aid register.
- Provide, check, and restock first aid kits in appropriate locations.
- Assist the School Nurse to organise tests for all pupils (eye tests, dental checks, and hearing tests on a regular basis).
- Provide cover for School Nurse when required.
- Be available to provide first aid during ECAs on Saturdays.
- Maintain registration with NMCN and attend CPD training as required.
- Complete, with priority, any other reasonable tasks as assigned.

Requirements

- Must have current clinical experience in direct patient care and have worked a minimum of 2 years in the last 3 years.
- Bachelor's Degree or Diploma of Nursing from an accredited nursing college or University.
- Hold and maintain a current nursing license to practice in Nigeria.

Key Skills and Attributes

- Excellent communication, and customer service.
- Caring, compassionate, dedicated, and professional.
- Ability to work under pressure.
- Humane, empathetic and supportive.
- Problem solving and initiative.
- Excellent organisational skills and attention to detail.
- Awareness of the importance of Child Protection and Safeguarding of young people.
- Strong IT skills (MS Word, Excel, Outlook).
- Willing to work out of hours as and when school functions occur.