



# **Ballymena Academy**

## **School Nurse**

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Term-time, Permanent School Nurse from September 2023. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

### **INFORMATION ABOUT THE APPOINTMENT**

The School Nurse will provide a high-quality nursing and health education service within school to meet the needs of the pupils and, where appropriate, members of staff.

This is a term-time, permanent appointment: 35 hours per week - Monday to Friday, 8.30 a.m. to 4.00 p.m., (30 min lunch), times may be negotiated.

Remuneration will be in the region of NJC pts 12 – 17; £24,496 – £26,845 per annum pro rata.

Salary will be negotiable and dependent on the candidate's knowledge and experience. A contributory NILGOS pension scheme is provided.

### **JOB DESCRIPTION**

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

#### **Main Duties and Responsibilities**

##### **1. PUPIL CARE**

- 1.1 Care for all sick and injured pupils and make arrangements for supervised and secure transport for sick/injured pupils to be taken home or to hospital as required.
- 1.2 Administer first aid and diagnose ailments/injuries which require medical attention. On recognition of ailments/injuries, which appear to require medical attention, advise principal and parents or senior teacher on duty. Ensure that pupils requiring regular medication maintain their treatment under the written advice of their medical practitioner and with the written permission of their parent/guardian.
- 1.3 Liaise with Classroom Assistants re. Special Need Pupils' medical requirements. Where necessary, assist with medical care of SEN pupils.

- 1.4 Organise and assist during all educational/medical welfare service visits.
- 1.5 To participate in the school's programme of Personal Health and Social Education, including sex education, and including attendance at meetings of the Pastoral, and PSHE teams and Health and Safety Committee as required.
- 1.6 Provide consultation to individuals or groups on health related issues as required.
- 1.7 To instruct members of staff in First Aid and to liaise with the School Health Visitor and other members of the School Health Team as appropriate.
- 1.8 Liaise with the School Nursing Service on students' medical needs.
- 1.9 Liaise with appropriate personnel regarding welfare of pupils re. educational provision or individual needs.
- 1.10 To coordinate and where appropriate assist with all school medical inspections and visits to school by health professionals, including Dentists, Nurses, the Blood Transfusion Service, etc.
- 1.11 Regularly inspect the cloakroom/toilet areas for standards of hygiene.
- 1.12 Regularly check medical kits and heart defibrillators.
- 1.13 Advise on occupational health issues and risk assessment after accidents.
- 1.14 Advise on health and safety issues related to the post.

## **2. ADMINISTRATION**

- 2.1 Operate manual and/or computerised information systems in relation to administrative tasks associated with the area of work, e.g. maintain school concussion record and register of pupils with diabetes.
- 2.2 Update SIMS with relevant student information.
- 2.3 To create and maintain a system of health records for pupils including all referrals for treatment and ensuring confidentiality of those records.
- 2.4 Maintain an inventory/record of resources.
- 2.5 To requisition and maintain stocks of medical supplies for the medical room and also for all First Aid requirements throughout the school, including PE, Games and co-curricular activities, ensuring all resources are managed in a cost-effective manner.

## **3. GENERAL**

- 3.1 Assist in maintaining standards of good order and cleanliness in the medical room and throughout the school.
- 3.2 Implement all relevant school policies and procedures.
- 3.3 To undertake appropriate training to keep skills and knowledge up to date and to maintain NMC Registration.
- 3.4 Such other duties as may be assigned within the level of the post.

## **CRITERIA FOR THE APPOINTMENT**

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

### **Essential Criteria:**

- Possess EN qualifications and be recognised on the NMC register.
- Minimum GCSE A\*-C in Mathematics and English Language or level 2 equivalent.
- Ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training.
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.
- Excellent organisational and time-management skills with the ability to multitask and prioritise effectively.
- Competent IT skills, including good knowledge of Microsoft Word, Excel and Outlook.
- Hold a current driving licence and provide own transport.
- Strong attention to detail and accuracy in record-keeping and data management.
- Good record of punctuality and attendance.
- Professional manner and the ability to work effectively with children and adults.

### **Desirable Criteria:**

- Qualified to RGN/RSCN standard.
- Three years post registration experience.
- A counselling qualification and/or experience.
- Knowledge of school safeguarding, data protection and health and safety regulations.
- At least 2 years' experience in Occupational Health or Accident and Emergency Nursing.
- Previous experience of working in the education sector.

### **Personal Qualities:**

- Demonstrate excellent personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the school medical room.
- Confidentiality, tact and discretion in dealing with all matters.
- Ability to work independently as well as part of a team, demonstrating an adaptable and proactive attitude.
- Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies.

## RETURNING YOUR APPLICATION FORM AND MONITORING FORM

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Friday 25<sup>th</sup> August, 2023). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Monitoring Officer,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

E-Mail address: [info@balacademy.ballymena.ni.sch.uk](mailto:info@balacademy.ballymena.ni.sch.uk)

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place in early September. Applicants who are shortlisted will be informed by Tuesday, 29<sup>th</sup> August.

# **BALLYMENA ACADEMY**

## **TERMS AND CONDITIONS FOR POSITION OF SCHOOL NURSE**

### **1. Duties**

The main duties are set out in the attached job description.

### **2. Remuneration**

Remuneration is based on the NJC for Local Authorities' Services Spinal Point 12-17. The position is term-time only; may be paid over 12 months. Salaries are paid directly to the employee's bank account by BACS 3 banking days before the end of each month..

### **3. Hours of Work**

The hours of work are Monday – Friday, 8.30 a.m. to 4.00 p.m., term-time only.

### **4. Overtime**

Overtime may arise from time to time and it is a condition of employment that employees agree to work a reasonable amount of overtime when called upon to do so.

### **5. Holidays**

The person appointed will receive 12 days statutory holidays plus 21 annual holidays pro rata. After the completion of 5 years' service the annual entitlement rises to 26 days pro rata. Holidays must be taken during school holidays.

### **6. Contract**

The person appointed will receive a contract of employment which will set out details of sickness/absence, grievance procedure and disciplinary rules and procedure as detailed in the Employee Handbook.

The person appointed will be on probation for a period of 6 months during which his/her progress will be monitored. (During the first 6 months, the contract can be terminated by either party giving one week's notice.) Provided a satisfactory standard is achieved and maintained, the appointment will then be confirmed. Thereafter, the employee must give one month's written notice of termination of employment. The School will provide statutory notice in the event of termination of employment and reserves the right, in the case of gross misconduct, to dismiss an employee summarily i.e. without notice and without payment in lieu of notice.