

Job Title:	BAND 5 SPECIALIST SCHOOL NURSE
Reports to (job title):	CHILDREN'S COMMUNITY MATRON
Line Manager to:	n/a

## Job purpose

- We are looking for a compassionate and experienced Senior Nurse to oversee the healthcare provision for children and young people aged 2–19 with severe, profound, and multiple learning and physical difficulties. In this rewarding role, you will offer expert training, guidance, and support to school staff, parents, and carers—ensuring the best possible care for every child.
- You will also take a lead role in managing and supporting the school nurse and assistant practitioner within your team, helping to create a collaborative, nurturing environment where everyone can thrive.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

### Communication & Team Collaboration

- Liaise effectively with education staff, families, and multi-agency professionals.
- Communicate complex and sensitive information with empathy and confidentiality.
- Use and support alternative communication methods (e.g., Makaton, PECs).
- Lead and contribute to team meetings and service development discussions.

### Clinical Leadership & Patient Care

- Provide specialist nursing care, including complex procedures (e.g., tracheostomy, PEG).
- Lead holistic assessments, care planning, and health monitoring for children and young people.
- Manage and respond to medical emergencies and safeguarding concerns.
- Support families in understanding and managing their child's health needs.
- Promote dignity, choice, and respect in all aspects of care.

## Service Planning & Management

- Coordinate nursing services and staff allocation to meet changing needs.
- Act as deputy or provide cover for the Clinical Team Leader as required.
- Lead training and supervision of school staff in clinical procedures.
- Maintain oversight of clinical competencies and ensure quality standards.

## Training, Development & Supervision

- Design and deliver ongoing staff training programmes in collaboration with specialists.
- Mentor student nurses and support professional development of team members.
- Provide clinical supervision and performance reviews for nursing team members.
- Promote a culture of continuous learning and improvement.

## Governance, Policy & Audit

- Lead and participate in clinical audits, evaluations, and service improvements.
- Ensure practice aligns with local and national policies, safeguarding protocols, and evidence-based care.
- Contribute to policy development and represent the service at local/national forums.

## Resources & Record Keeping

- Manage and monitor medical equipment, supplies, and medications.
- Ensure accurate and secure maintenance of patient records and activity data.
- Support IT use for clinical documentation and reporting.

## Autonomy & Professional Responsibility

- Practice autonomously, making informed clinical decisions.
- Identify and escalate risks appropriately while ensuring high standards of care.
- Be accountable for personal and team performance within the scope of professional practice.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead

- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- RGN and or RSCN
- Minimum of two years post registration experience as a nurse at band 5
- Experience of working with children with additional needs
- Good working knowledge of Child Protection policy & procedures
- Clear understanding of community health services
- Able to communicate effectively
- Clear, concise written & oral communication
- Able to work autonomously & prioritise own work effectively

### Desirable

- School nurse degree, diploma
- Learning disability nurse qualification
- Experience of working with children with complex health needs
- Previous working experience in a special school setting
- Experience of initiating & participating in clinical audits

### Other requirements:

The post holder must be a car driver with a valid driving licence.

### Employee signature

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# Job Description

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Manager signature

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