School Nurse
To start work on 1st September 2017

Registered General Nurse or Infirmièr(e) diplômé(e) d’état

Full-time - Monday to Friday 8h30 - 16h00
BSP term-time only plus staff training days

We are looking for a highly motivated, enthusiastic fully qualified and registered nurse who enjoys working with young people. Based at the Junior School site in Croissy sur Seine you will be responsible for providing first aid and medical care to junior school students, as well as to members of staff. Fluent English is essential along with a good working knowledge of French (for liaison with emergency services and health professionals).

What is it like working as a School Nurse at the BSP?

A good deal of the Junior School nurse’s time is spent offering care and support to the pupils on a wide range of health related topics. Good interpersonal and effective communication skills are essential as is a keen interest in health promotion. Our nurse works closely with teaching staff and is part of the dynamic pastoral team that meets regularly. The nurse liaises with parents and consults with the Deputy Heads to allow them to make referrals to other health professionals in the community including GPs and psychologists. For children with specific health needs the nurse implements care plans through school protocols and staff training.

As a valued member of the school community you will be encouraged to continue your own professional development through attending courses and undertaking study. Our nurses are continually looking for ways of improving their practice and meeting the needs of the very varied international community they are part of.

Qualifications and qualities required for the School Nurse position, including some occupational health:

- Registered General/Paediatric Nurse (valid registration with the DDASS to practise as a nurse in France is essential)
- Paediatric, A and E and some teaching experience
- First Aid training
- Basic computer skills
- Health promotion/ education
- Counselling skills
- Enjoys working in a primary care setting with children and young people
- Effective communication skills (fluent English and a good working knowledge of French)
- Can work in a collaborative relationship with children, staff, parents and health professionals
• Is approachable by pupils, parents and staff
• Understanding and not judgemental
• Respects confidentiality according to Nursing Midwifery Council guidelines when working with under 18’s.
• Fully supports and promotes school’s child protection policy
• Enjoys and values working as a team with educationalists
• Awareness and respect of cultural diversity
• Willing and able to undergo professional development
• Awareness of health issues nationally and worldwide
• Motivated and enthusiastic
• Resilient with sense of humour!

How to apply

➢ All applicants must have an EU passport or valid French work permit, provide details of at least 2 referees and be willing to undergo relevant police checks.

➢ To apply please submit a fully completed application form, available in PDF format from the Recruitment page of our website (www.britishschool.fr), along with your CV and covering letter, by 15th May 2017 to recruitment@britishschool.fr

➢ Interviews will be arranged shortly after the closing date.
School Nurse
Job description

This Job Description should be read in conjunction with the Conditions of Employment document as required by French Law. All individuals at The British School of Paris are committed to safeguarding and promoting the welfare of children and young people.

Reports to
Head of School – Deputy Head – Head of Pastoral

Job Purpose

- To promote the health and well-being of pupils so that they may reach their full potential and not be disadvantaged through ill health or disability; ensuring that due regard is given to the individual customs, values and beliefs of pupils and their families.
- To liaise with parents and all appropriate school staff to meet the needs of individual pupils.
- To be responsible for the provision of efficient and effective first-aid and general medical assistance to all pupils, staff and visitors to the School.
- To care for sick or unwell pupils in the infirmary until they are collected from the premises.
- To monitor dietary requirements and supervise special diets required by pupils.
- To accompany any pupil to hospital in an emergency, should the need arise.
- To be responsible for the provision of a preventative medical programme/health counselling across the School for pupils and staff.
- To identify pupils and staff with specialist health care needs and implement safe systems of care through school protocols and staff training.
- To ensure appropriate provision of first aid at major school events.
Key Responsibilities

Administration:

- To help compile and maintain accurate medical records for all pupils and staff. This may include to update all written and electronic records, including daily record of infirmary events, to compile records for children with specific medical conditions and documents needed for school trips.
- To assist the HR department with annual medicals via Horizon Santé Travail where necessary.
- To liaise with the school office regarding absent pupils or those being collected from the premises.
- To inform both the management and parents of contagious and infectious diseases. To research and to advise on new conditions.

Communication:

- To inform and advise the School on legislation concerning medical matters both in France and the UK,
- To advise the Health and Safety Committee on health and preventative procedures.
- To inform the community of local medical resources (e.g talks to parents on access to medical services in France, etc.)
- To be part of the system which strives to establish and maintain effective communication between members of the Pastoral Team.
- To develop and maintain links with external medical and local agencies.

Teaching/training:

- To provide appropriate support for the school's PSHE/Science programme (e.g puberty talks to children, etc.) and First Aid reminder session to staff members.

Curriculum:

- To help plan and where appropriate implement a personal, social and health development programme in co-operation with teaching staff.
- To assist staff in case of any problems with equipment and/or resources for this aspect of the PSHE programme.
Professional development:

- To maintain awareness of new developments in methods, content and materials. To maintain registration in the UK if/when applicable. To discuss with the Head and/or head of Pastoral their implications and to implement them where suitable.
- To monitor the training needs of staff and pupils, undertaking to meet these where possible or recommend appropriate INSET opportunities to the Head (e.g. First Aid to staff members).

Medical areas and Resources:

- To be responsible for the preparation and management of an infirmary budget.
- To maintain all first aid boxes across the school, for extra-curricular activities, sports fixtures and for school trips.
- To ensure the maintenance of good order and security of all medical facilities, equipment and resources.
- To make requests for appropriate new resources and teaching aids.

School Life:

- To foster and promote an extra-curricular programme.
- To share responsibility for the organisation of other medical activities and/or outside agencies relating to the PSHE programme.
- To carry out any other duties that may be required during the normal course of the school day by the Head.

Educational Support role
Term time only

April 2017

This Job Description may be amended and will be reviewed annually.