

May 2020



British
International School
Riyadh

JOB DESCRIPTION: Nurse

LINE MANAGER: Bursar

SALARY: Admin Scale 12

JOB PURPOSE

The purpose of the role is to support in the providing of an efficient and effective health service for the School, its staff and students and to support in providing Health Education and PHSE throughout the School.

RECRUITMENT CRITERIA

- A minimum of 4 years post registration experience
- Previous experience of a role within paediatric nursing or within a School clinic is highly desirable. Previous Accident & Emergency experience is also highly desirable
- Computer literacy is essential
- The role holder must be a Registered Nurse (either UK registration or equivalent)

KEY EXPECTATIONS

- To assist in providing a full health care service for staff and students during school hours and also to cover ECA timeslots.
- To support the first aid cover on Al Thumamah school trips on a rotational basis from within the nursing team. An additional payment will apply for weekend or overnight cover.
- To treat in-house or refer patients for specialist treatment.
- To liaise effectively with parents regarding current medical status of pupils.
- To provide comfort to the ill or injured.
- To liaise effectively between students, teachers, parents and sometimes external. Hospitals/Clinics to ensure that the best medical care is received.
- To provide an advisory service to parents, staff and students on health related matters.
- To deliver PHSE sessions as and when requested by staff.
- To support in promoting Health Education throughout the school.
- To update students' medical records.

KEY EXPECTATIONS

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies.
- Take an active role in the development and implementation of school policies and in the whole life of the School.
- Ensure that there are equal opportunities for all.
- Follow school procedures as outlined in the staff handbook.

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed