



# CAYMAN PREP AND HIGH SCHOOL

## JOB DESCRIPTION

### School Nurse / Health and Safety Officer Job Description

**Purpose:**

- Ensure the health and safety of all members of the school community through:
- Provision of First Aid and emergency care, when required
- Establishing and maintaining a safe and healthy school culture, systems and environment
- Proactive health education and early intervention

**Reporting to:** High School Principal

**Liaising with:** High School Principal, Maintenance and Office Teams, SLT and ALT Members, School Counsellors, Support for Learning and other Teaching staff and external agencies.

**Principal Responsibilities:**

- Assess and administer first aid or emergency care to sick or injured students
- Inform parents, teachers and ALT about the student's condition
- Ensure that all medical supplies and equipment needed for first aid and emergency care are available
- Monitor students who are frequently absent from School due to health-related problems
- Implement a proactive and early intervention approach to communicable ailments, e.g. head lice, pink eye, gastroenteritis, chicken pox, etc.
- Deliver health and well-being education on issues such as puberty, hydration, personal hygiene, importance of handwashing, etc.
- Implement a proactive approach to educating and motivating students and parents to enhance healthy well-being, e.g. healthy lunches, exercise, etc.
- Maintain up to date records on essential First Aid Training for staff members
- Monitor that a healthy and safe environment is in place in all areas of the school, producing Risk Assessments for each area, e.g. school playground, playground equipment and classroom environments
- Ensure clear Risk Assessment procedures have been implemented prior to school trips
- In liaison with SLT, lead on the implementation of health and safety systems, policies and procedures

**All Staff Are Expected To:**

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school’s behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

**Safeguarding**

In accordance with the school's commitment to follow and adhere to the School’s Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

High School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Cayman Prep and High School is totally committed to safeguarding the welfare of our children and young people and expects the same commitment from all our employees. Safeguarding Children

December 2019