



April 2025

1. JOB IDENTITY

Post Title:	School Nursing Assistant	Service:	Education & Children's Services
Section:	Education	Grade:	Care E
Reports to:	Cluster Business Manager / Deputy Head / Head Teacher		

2. JOB PURPOSE

- Undertake First Aid procedures and provide support for pupils and other persons within the Academy who are unwell, consulting with other Health Professionals, and parents as appropriate

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Undertake First Aid procedures
- Support pupils who are unwell or distressed
- Facilitate privacy and safe access to medication for pupils in school including ID checks, issuing of medication, supervision/administration of medication as required, completion of paperwork
- Undertake administrative duties as required
- Communicate with Pupils, Parents, and other services as required

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Recognised 'First Aid' qualification or Nursing qualification
 - Educated to Standard Grade level, or equivalent, particularly in English and Maths
- Desirable:**
- Administrative qualification
 - A Higher grade qualification in at least one subject

5. EXPERIENCE

Essential: • Previous work with young people

Desirable: • Previous work as a First Aider

6. KNOWLEDGE AND SKILLS

Essential: • Excellent communication skills

• Ability to undertake heavy lifting and handling

Desirable: • Ability to assess situations accurately and quickly, and cope under pressure

• Self confident, team player with good interpersonal skills

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post