

**PONTARDDULAI COMPREHENSIVE SCHOOL  
PERSON SPECIFICATION**

**POST TITLE:** School Nurse

**JOB FAMILY:** Administration and Organisation

**SALARY GRADE:** Nurse Scale - Grade 6 (11 to 17) £21,748 - £24,491 (pro-rata)  
(Actual salary £5,549 - £6,249)

**HOURS:** Two days a week: 9.00 a.m. – 2.45 p.m. – 15min break (11 hours)  
Term time 39 weeks per annum

**EXPERIENCE:**

- An experienced and qualified Registered Nurse.

**Qualifications:**

- Registered General Nurse (RGN)

**Desirable but not Essential:**

- Registered Mental Nurse (RMN) Paediatric Trained
- First Aid qualifications (training to be provided)

**Knowledge/Skills:**

- Excellent numeracy/literacy and ICT skills.
- Experience of working with Outlook, Word, Excel.
- Knowledge of the school (SIMS) information system would be advantageous.
- Nursing/first aid skills.
- Ability to deal sensitively and confidentially with medical issues/conditions
- Full working knowledge of relevant policies/codes of practice/Health & Safety legislation.
- Ability to relate well to both children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within the organisation.
- Flexibility and adaptability.
- Excellent communication skills - verbal and written.

**Special Requirement:**

This post requires an Enhanced Level check from the Disclosure and Barring Service (DBS). The successful candidate will need to complete a DBS application form before taking up the post. Further information about the Disclosure and Barring Service is available at [www.dbs.gov.uk](http://www.dbs.gov.uk) and [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or from the DBS Unit, Guildhall, Swansea.