



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School City Campus

Job Opportunity Primary School

Position / Job School Nurse (This appointment is for a Thai national only)
Specification:

Position Title: School Nurse

Department: Administration

General: Following the success of Shrewsbury International School Bangkok Riverside where 1700 students study in one of Southeast Asia's top performing schools, a brand new second campus will be opened in the heart of the city in August 2018.

Shrewsbury International School Bangkok (City Campus) will share the same values, ethos and mission of the Riverside Campus and will cater exclusively for primary aged children. 640 places will be available from Early Years 1 (Age 3+) to Year 6 (Ages 11+).

Both campuses will come together to form Shrewsbury International School Bangkok and children from City Campus will graduate to Riverside in Year 7 (Age 12+).

City Campus will establish its own unique identity and the two campuses will integrate and liaise with each other creating exciting opportunities for both children and for staff.

The school itself is currently under construction, ahead of schedule. It will be operating on 25,000sqm of learning space. There are 4 major buildings which have the capacity to fit 640 students. A dance studio, air con gym, canteen, swimming pools, football pitch and running track are all designed bespoke for primary aged children.

Key

Responsibilities:

The School Nurse reports directly to The Director of Business Services and is responsible as part of the Medical Centre team for the effective direction and operation of the Medical Centre function. In particular, the School Nurse will

- Be responsible for the proper performance, attention and prioritisation of staff resources of the Medical Centre ensuring
 - First aid treatment administered is given professionally and appropriately at all times
 - Excellent communication and co-ordination between members of the Medical Centre team
- Manage medical supplies and equipment ensuring sufficient stock which is within shelf life and properly controlled and secured
- Maintain a general hospital standard environment regarding treatment and work space including cleanliness and hygiene
- Liaise with the contract provider regarding nursing staff duties and rotas
- Co-ordinate with the Administrative and Sports functions of the school regarding events for which medical cover outside the normal school day is required and arrange staffing accordingly
- Liaise and communicate with parents regarding medical incidents depending on the level of seriousness.
- Arrange for students to be taken to hospital together with accompanying medical centre staff if necessary.
- Control medicine brought into school for students by parents.
- Prepare medical bags for day trips and residential trips.
- Maintain basic first aid boxes around the school.
- Assist with the weekly provision of the doctor's surgery during term time.
- Ensure proper documentation is maintained for medical records and treatment.
- Provide timely and accurate information regarding accidents

and medical emergencies to SMT and other staff accordingly

- Ensure medical emergency procedures are in place and are practiced periodically
- Maintain up-to-date and accurate record of students on the Critical List briefing teaching staff accordingly
- Assist the Human Resources function in providing resources and facilities for joining members of the international teaching staff's apartments.

Professional
Expectations:

The School Nurse should have the following qualities

- Hold a current nursing qualification and possess relevant experience
- Have excellent Thai and good English skills (both oral and written)
- Have excellent prioritisation and delegation skills
- Be flexible in work and have a "can-do" attitude
- Have a calm and commanding nature in situations of emergency
- Be professional and organised in work practices
- Enjoy working in a school environment and with children.

Child
Safeguarding:

Shrewsbury International School City Campus is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes
- promote and safeguard the welfare of all children in the school
- report to the Child Protection Officer any concerns they have for the welfare of a child. This may include unsafe practices witnessed within the school as outlined in the school's Speak Out (Whistleblowing) Policy
- keep professional relationships with children where personal boundaries are respected and maintained
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding

- Requirements:
- Satisfactory Thai Police Criminal Record check
 - Confirmation of identity
 - Satisfactory references
 - Verification of qualifications and work experience

How to Apply: Applications must be made on the official Shrewsbury International School City Campus Application Form, which is available on the school website “Job Vacancies” page.

www.shrewsbury.ac.th/city-campus-vacancies.

The application is preferably in English so please select the application for Thai National (English Version).

Further Details: Full details of the school are available on our website at <http://city.shrewsbury.ac.th>

Any queries should be forwarded to jobs-city@shrewsbury.ac.th