THE ANGLOPHONE BRITISH CURRICULUM INTERNATIONAL SCHOOL

#2, Street No. 9, Khu Dan Cu Tan An Huy,
Nha Be, Ho Chi Minh City, Vietnam
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JOB DESCRIPTION

SCHOOL NURSE (PART-TIME)

Benefits Package: Competitive Salary
Line Managed By: Vice Principal

SAFEGUARDING

The ABCIS is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behaviour of adults towards children.
We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct.
At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.
Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

WORKING HOURS

Working hours will be scheduled in advance according to the school calendar and sports fixtures. The prospective schedule will include:

- Approximately 6.50-7.50am on scheduled mornings
- Approximately 4.20-6.00pm on scheduled evenings, depending on sports fixtures and other events
- Agreed hours on Saturdays and Sundays

The agreed schedule will normally total up to 15 hours per week. Changes to scheduled duties or any additional hours will be agreed in advance with the Vice Principal.

KEY DUTIES & RESPONSIBILITIES

- Provide school nursing support to students and staff during agreed duty periods, including cover for scheduled activities and sports fixtures.
- Carry out duties in accordance with ABCIS procedures and policies, particularly the Health and Safety policies governing medical support and provision.
- Work within the professional authorisation and competence required for the role and follow the school's agreed reporting and escalation procedures.
- Identify and report safeguarding concerns promptly to the Designated Safeguarding Lead in accordance with school safeguarding procedures.
- Liaise with the Vice Principal and relevant colleagues to coordinate the agreed cover and attend relevant meetings within scheduled hours.

PERSON SPECIFICATION

- A recognised nursing qualification and the professional authorisation required to work as a school nurse in Vietnam.
- Relevant nursing experience, including experience supporting children and young people.
- Clear, effective communication with students, parents and colleagues.
- Knowledge and understanding of safeguarding children and a commitment to following ABCIS policies and procedures.
- The ability to work effectively in an international school environment and to fulfil the agreed morning, evening and weekend schedule.