



# THE BRITISH SCHOOL IN TOKYO

**Job Title:** School Nurse

**Reporting to:** HR Manager

**Working Hours:** 8:15 a.m. – 4:45 p.m. and one hour of lunch time

**Purpose of Job:**

- To serve as a Nurse at the British School in Tokyo within a team of three
- To support the medical needs of students and staff on site
- To attend school residential trips (including trips of 4 days/3nights away) to support students and staff away from school
- To monitor health & safety in the school

**Job Description**

1. Nursing

- Treat minor ailments & injuries of staff and students
- Keep and administer medications appropriately
- Liaise with parents and school management if expert treatment is required
- Take ill/injured students or staff to hospital when necessary
- Liaise with parents regarding their children's health situation in English and/or Japanese
- Inform relevant teachers/leaders/school counselor if any student exhibits psychosociological problems or confides in the nurse
- Maintain the medical centers and equipment at BST Shibuya and Showa in rotation with other Nurses
- Notify and advise school management on any significant health issues
- Oversee and advise on school health policies
- Assist with routine annual medical and stress checks of staff and students
- Maintain all relevant medical records
- Attend school residential trips with students from age 6 upwards, including up to 3 nights away at residential facilities in rotation with other Nurses
- Attend school sports fixtures at weekends as an onsite nurse to treat any sports related injuries
- Provide relevant medical related advice to parents when requested

## 2. Health and Safety Officer

- Advise the School's management on all relevant Health and Safety issues
- Perform First aid training (including CPR/AED) for the staff and, where necessary, students. Will need to be, or become, a certified American Red Cross instructor

## 3. Other

- Assist with the arrival of new staff in the summer
- Assist the HR Manager and other HR department staff with reasonable non-nursing or health & safety related requests

### **Person Specification**

- Registered Nurse
- Native-level Japanese language
- Good command of spoken and written English
- Excellent communication skills – ability to clearly communicate with people at all levels especially pupils of all ages and all nationalities
- A caring and reassuring 'bedside manner' when treating students
- Ability to remain calm whilst under pressure
- Ability to take control of an emergency situation, to work quickly and direct others
- Ability to develop and maintain positive working relationships with other team members, staff, students and the public alike
- Ability to work under time pressures whilst continuing to prioritise and perform effectively
- Certified in First Aid, CPR and AED for adults and children
- Confident in the use of email, internet and excel/Google docs software
- Excellent organisational abilities
- High standards of dress and professional behaviour
- Flexibility, enthusiasm and commitment in a work environment