

JOB SHEET | Full-time school nurse

The mission of the school nurse is carried out in synergy with the members of the educational community, while respecting the role of each person in the school and working hand in hand as a team.

Description of tasks:

The school nurse:

- Takes the temperature of children and staff twice a day (or as recommended by the MOH);
- Prepares and ensures the children's safety in the playground before welcoming the children;
- Welcomes children as soon as they arrive by bus and when they depart after class ;
- Checks the absences of children in the morning;
- Performs or dispenses the nursing acts that fall within her/his competence and responsibility;
- Within the framework of her/his own role, identifies the needs, makes a nursing diagnosis, implements the appropriate actions and evaluates them;
- Develops a dynamic of health education within the framework of the school project and according to the identified needs, and contributes to evaluate the actions to promote a healthy lifestyle;
- Contributes to the initial and continuous training of staff;
- Organises the collection and use of statistical data through a notebook;
- Participates and animates the meetings of the educational team which makes it possible to monitor children with special needs;
- Listens to and accompanies the students;
- Participates in the implementation of appropriate systems in the event of serious events occurring in the school community;
- Sets up actions to improve the quality of life of students in terms of health and safety (including organising oral examinations of students);
- Ensures clear and smooth communication with families and team members;
- Organises meetings with the management to take stock of the students and the projects to be implemented;
- Liaises with the cleaning agents and monitors the cleanliness of the premises; supervision of classroom disinfection;
- Liaises with a link with the canteen service in order to think about balanced menus and follow up during the week;
- Supports communication with families about absences to find out the reasons and have better visibility on the diseases and cases reported;
- Supervises during recess and makes replacements in class if necessary;
- Ensures permanence during the Extracurricular activities;
- Organises and issues medical certificates for the 'Grande Section' students, as needed.

The ideal candidate speaks both French and English, and has the appropriate vocabulary related to healthcare to express herself/himself clearly.

Working time:

- Full time:

- Monday to Thursday: 8 am to 5 pm;
- Friday: 8 a.m. to 4 p.m.;

– Must attend pre-back-to-school meetings one week before the start of the school year.