



**Deutsche Schule Nairobi**  
German School Nairobi

## GERMAN SCHOOL NAIROBI – JOB VACANCY

**POSITION:** The German School Nairobi (GSN) announces a vacancy for the position of **School Nurse** (40 Hours per week)

Application Deadline: 30<sup>th</sup> April, 2019

Start Date: **1<sup>st</sup> August, 2019**

Role Reports to: **Head of Administration**

Location: **German School, Nairobi**

### **BRIEF**

The German School Nairobi is a recognized and widely acknowledged German school abroad with over 300 students from kindergarten to upper secondary school.

Reporting to the Head of Administration, the school has a vacancy for a School Nurse who will be responsible for the health and welfare for the children at the school. The ideal candidate will be accountable for:

- Referring medical matters to the doctor's/dentist's surgery, or hospital
- Dealing with medical emergencies as well as routine appointments
- Monitoring health situation of students by developing adequate records
- Escorting children, as required, to the surgery or hospital
- Administering First Aid to the children, in emergencies
- Ensuring good lines of communication with parents, regarding children's medical needs and being empathetic towards children who require attending to
- Ensuring that medication, equipment and dressings in the medical room, and all First Aid boxes, are in date, and restocked
- Liaising with our nominated pharmacist regarding storage and administration of non-prescribed medicine
- Taking part in the induction arrangements for new children joining the school, regarding their medical needs
- Ensuring that appropriate child records are kept up to date and that they are stored securely
- Administering the children's medicine when necessary and advising parents if and when the children's medications are out of date



- Preparing medical information for staff, for school trips
- Liaising with staff, as appropriate to share any health or medical concerns
- Managing immunisations as required, on an annual basis

#### **APPLICANTS REQUIREMENTS**

- Diploma in Community Health Nursing
- 2 years' experience in a busy environment
- Excellent communication and leadership skills
- Duly registered and licensed by the Nursing Council of Kenya
- Ability to plan, multi-task and manage time effectively
- Strong report writing and record keeping ability
- Good computer skills
- Excellent verbal and written communication skills
- Ability to speak and understand German will be an added advantage

#### **BENEFITS OFFERED**

- An interesting working environment
- Appropriate salary plus participation in the school's medical and pension scheme
- Two-year service contract and optional extension

#### **APPLICATION PROCEDURE AND CONTACT PERSON**

Your application, accompanied by a Curriculum Vitae, copies of certificates and references of former employers should be submitted to us no later than the **30<sup>th</sup> of April, 2019**, via email to:

[anja.schupp@germanschool.co.ke](mailto:anja.schupp@germanschool.co.ke)