

Job Description for the School Nurse Assistant position

We are looking for a School Nurse Assistant to support the clinic with both clinical and administrative duties.

Requirements: English communication skills and computer skills (Microsoft Excel, Email Handling, and Data Entry).

Key Responsibilities:

- Assist the school nursing team with daily clinic duties and student care under supervision.
- Provide basic first aid support when needed.
- Maintain student and staff medical records.
- Manage clinic files, documentation, and medical databases.
- Writing a student's medical notes, letters, etc.
- Assist with the clinic stock.
- Support data entry for medical check-ups, vaccinations, and screenings.
- Handle clinic emails and parent communication follow-ups.
- Provide general clinic support during busy times or staff shortages.
- Regularly check and maintain first aid bags and first aid boxes along with the other nurse assistants to ensure they are fully stocked and ready for use.
- Assist with monitoring and supporting students with diabetes throughout the school day.



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Personal specification for the School Nurse Assistant position

Essential:

- Good communication and interpersonal skills.
- Ability to work as part of a team.
- Ability to maintain confidentiality.
- Good organizational and record-keeping skills.
- Caring, reliable, and professional attitude.

Desirable:

- Previous experience in a healthcare or school setting.
- First Aid and CPR certification.
- Experience working with children.
- Basic computer skills.

New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English-Speaking Foreigners, Ministry of Social Affairs Registration No. 2643, New Cairo.



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