

# ESCA-Bishkek International School

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## Job Description: Nurse

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has 360 students from age 2 to 18. Fifty percent of our students are international citizens living in Bishkek, children of employees of embassies, international organizations and international business or NGOs. Fifty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

Using their clinical knowledge and judgment, the school nurse must:

- Provide healthcare to students and staff
- Perform health screenings
- Coordinate referrals to private healthcare providers
- Serve as liaisons between school personnel, family, and community healthcare providers to ensure a healthy school environment

## ROLES & RESPONSIBILITIES

1. Support the School Doctor in:
  - a. Developing plans for student care based on assessment, interventions, and identification of outcomes, and the evaluation of care.
  - b. Providing health-related education to students and staff in both individual and group settings
  - c. Monitoring immunizations, managing communicable diseases, and assessing the school environment as to prevent injury and ensure safety
  - d. Overseeing infection control measures
  - e. Actively participating in school safety plans and emergencies that may occur at school
  - f. Overseeing medication administration, health care procedures, and the development of healthcare plans
  - g. Overseeing vision, hearing, body mass index, and mental health screening procedures
  - h. Providing health advice to school educational teams, such as the Health, Safety and Security Committee
  - i. Providing health assessments of the students.
  - j. Assist the school Doctor in developing and implementing a health plan.
  - k. Be responsible for school and kitchen compliance to the sanitary rules.
  - l. Ensuring the school menu is appropriate
  - m. Preparing and keeping in order first aid kits for appropriate facilities.
  - n. Assistance in arranging vaccination and medical examination for the students and staff.
  - o. Deal with the Ministry of Health if School Doctor is not available.

## General Responsibilities

1. Take an active role in the overall development of the school in support of the Head of Administration and other staff.
2. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
3. Maintain high quality standards in all areas of the school
4. Any other tasks as decided by the Head of Administration that contributes to the effective administration and development of the School.

**Conditions:** Position is subject to 3-month probationary period. The position is full time.

#### **Application**

- Send your application (Word or PDF) in English by email to [hr@bis.kg](mailto:hr@bis.kg)
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

#### **Deadline for Applications**

Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.