JOB DESCRIPTION

Job Title	School Nurse and Occupational Health and Safety Officer
No. of Vacancies	1
Department	Administration
Employment type	Fixed Term Contract
Reporting to	Executive Principal
Start date	1st January 2027

Job summary

Crawford International School is committed to providing a safe, healthy, inclusive and supportive learning and working environment for all students, employees and visitors. The successful candidate will be expected to uphold the highest standards of professional conduct, student safeguarding, health and safety, and confidentiality.

Appointment will be subject to satisfactory background checks and compliance with the School's safeguarding and recruitment procedures.

Recruitment decisions will be based on relevant qualifications, professional competencies, experience and overall suitability for the role of School Nurse and Occupational Health and Safety Officer.

Responsibilities

A. School Nurse

1) Providing first aid and basic nursing care to learners and Staff.
2) Assessing and managing minor illness and injuries within the scope of professional training and applicable procedures.
3) Responding promptly to medical emergencies and coordinating referral to appropriate healthcare facilities where necessary.
4) Maintaining accurate and confidential medical records for learners and Staff.

5) Monitoring learners with known medical conditions and developing appropriate care and emergency response plans in consultation with Parents/Guardians and healthcare professionals.
6) Administering medication only in accordance with authorized medical instructions and school policies.
7) Monitoring immunization, health screening and other preventive health requirements as applicable.
8) Providing health education to learners and Staff on hygiene, nutrition, communicable diseases, mental well being, personal safety and healthy lifestyles.
9) Monitoring outbreak of communicable illnesses and advice school management on appropriate preventive and control measures.
10) Communicating appropriately with Parents/Guardians regarding a learner's health, subject to confidentiality and applicable polices.
11) Maintaining appropriate referral and follow up systems for learners requiring further medical attention.
12) Ensuring that the school has appropriate ambulance coverage in place and coordinating ambulance service arrangements for school events to facilitate timely emergency medical response when needed/required.
13) Ensuring hazardous waste is handled, stored and disposed off safely and appropriately in accordance with applicable environmental and health regulations.
14) Managing and maintaining accurate inventory records of the First Aid Room supplies, medical equipment and medications as well as ensuring adequate stock levels and timely replenishment.

B. Occupational Health and Safety

1) Ensuring all statutory occupational health and safety compliance documents are valid, up to date and readily available, including workplace registration documents, fire safety compliance certificates, public health inspection certificates, food hygiene certificates and applicable Work Injury Benefits Act (WIBA) documentation.
2) Maintaining accurate, up-to-date statutory compliance records and an organised filing system to facilitate regulatory inspections, internal reviews and external audits.
3) Ensuring statutory examination and certification of plant, machinery and equipment are completed within the prescribed timelines, where applicable.

4) Coordinating the reporting of workplace and school-related incidents in accordance with applicable legislation and school procedures, and follow up on investigations and the implementation of corrective actions.
5) Providing guidance and training to school nurses and relevant staff on incident reporting procedures to promote accurate, consistent and timely reporting.
6) Coordinating mandatory occupational health and safety training, including workplace safety, first aid and fire safety, and maintain accurate training attendance and completion records.
7) Preparing, issuing and maintaining appointment letters for designated health and safety representatives and other appointed personnel, using the SafeCyte system.
8) Facilitating the effective functioning of the School Health and Safety Committee by coordinating quarterly meetings, preparing and maintaining meeting minutes, and monitoring the implementation of agreed action points.
9) Ensuring emergency response procedures are regularly reviewed and updated, coordinating emergency drills each term, and oversee the timely servicing of fire safety equipment and completion of monthly fire safety inspections.
10) Monitoring compliance with health and safety requirements within the school canteen, including the validity of relevant certifications and compliance with applicable medical examination and surveillance requirements.
11) Liaising with the Operations Manager to ensure contractors submit the required health and safety documentation before commencing work, and monitor their adherence to the school's health and safety requirements throughout the duration of their activities.
12) Supporting internal and external health and safety audits and inspections, accompanying auditors where required, and monitoring audit findings to ensure corrective actions are implemented and outstanding issues are closed within agreed timelines.
13) Developing, implementing and periodically reviewing the school's occupational health and safety programme.
14) Identifying workplace and school environment hazards and recommending appropriate control measures.
15) Conducting and coordinating regular health and safety inspections of classrooms, laboratories, kitchen, offices, playgrounds, boarding facilities and other school areas.

16) Maintaining records of accidents, incidents and injuries, potential accidents and occupational illness.
17) Investigating workplace accidents and incidents and recommend corrective and preventive measures.
18) Assisting management in conducting workplace risk assessments and implementing risk-control measures.
19) Ensuring that appropriate first-aid arrangements are available throughout in the school.
20) Coordinating emergency preparedness, including fire, medical, evacuation and other emergency procedures.
21) Participating in emergency drills and evaluate the school's preparedness and response.
22) Promoting safe working practices among teaching and non-teaching staff.
23) Advising management on appropriate personal protective equipment (PPE) and monitor its proper use where required.
24) Monitoring workplace hygiene, sanitation, ventilation, lighting and other conditions affecting health and safety.
25) Supporting the establishment and effective functioning of relevant health and safety committees or structures.
26) Organising health and safety induction and refresher training for staff.
27) Keeping health and safety policies, procedures, registers and inspection records up to date.
28) Reporting significant health and safety risks to school management and recommend appropriate action.

C. Child Protection and Welfare

1) Promote the health, safety, dignity and wellbeing of all learners.
2) Observe and report suspected cases of abuse, neglect, violence or other risks to learners through the school's established safeguarding procedures.
3) Support appropriate emergency and safeguarding responses where a learner's health or safety is at risk.
4) Ensure that learners with disabilities or special health needs receive appropriate support and reasonable accommodation.
5) Treat all learners fairly and without discrimination.

D. Health Promotion and Prevention

1) Develop and implement school health-promotion programmes.
2) Promote proper sanitation, hand hygiene, food safety and infection prevention.
3) Participate in health campaigns, medical screening and wellness programmes.
4) Provide health and safety awareness sessions for learners and staff.
5) Monitor environmental conditions that may adversely affect health.
6) Work with relevant healthcare providers and public health authorities when required.

E. Records, Reporting and Compliance

1) Maintain confidential and secure medical and occupational health records.
2) Prepare periodic health and safety reports for school management.
3) Maintain appropriate accident, incident and first-aid registers.
4) Monitor implementation of corrective actions arising from inspections and investigations.
5) Ensure that health and safety documentation is available for authorised inspections and audits.
6) Maintain confidentiality of personal and medical information.

Qualifications and Experience

1) Degree in Nursing or Bachelor of Science in Nursing from a recognized nursing institution.
2) Diploma or degree in occupational Health and Safety/Public Health.
3) Valid professional registration/licensing applicable to nursing practice in Kenya.
4) Current certification in first aid and basic life support/CPR.
5) Training or qualification in Occupational Health and Safety.
6) Knowledge of workplace health and safety principles and risk assessment.
7) Relevant experience in a school, healthcare, occupational-health or similar environment.
8) Good record-keeping, communication and interpersonal skills.
9) Ability to respond calmly and effectively to emergencies.
10) Good understanding of child safeguarding and learner welfare.
11) Ability to use digital reporting and compliance tools.

7. Key Competencies

1) Professionalism and integrity
2) Confidentiality
3) Sound clinical judgement
4) Emergency-response capability
5) Risk assessment and hazard identification
6) Health and safety awareness
7) Good communication skills
8) Record-management skills
9) Teamwork and collaboration
10) Child-centred practice
11) Attention to detail
12) Ability to work under pressure
13) Commitment to continuous professional development

Application Procedure

Interested candidates should submit:

1. A **current CV**, including relevant sporting, coaching, academic and volunteer experience.
2. A duly signed **cover letter** explaining their interest in teaching Physical Education and the skills they would bring to the role.
3. Copies of relevant **academic documents and transcripts, professional and coaching certificates.**
4. Contact details for **three referees**, preferably including an academic, professional or coaching referee.

Applications should be submitted by email to:

Email: Careers@crawfordinternationalschool.com
Subject: Application – School Nurse and Occupational Health and Safety Officer

Closing Date

Applications must be received on or before 23rd October 2026 at 4.00 pm. Only shortlisted candidates will be contacted.

Crawford International School is committed to maintaining a safe, healthy, inclusive and supportive learning and working environment for students, staff and the wider school community. The successful candidate will be required to undergo appropriate background checks and comply with the School's safeguarding, health, safety and child protection procedures. Recruitment decisions will be based on relevant professional qualifications, competencies, experience and demonstrated suitability for the School Nurse and Occupational Health and Safety Officer role.