



DEPUTY SENIOR NURSE (BAND 7)

CLOSING DATE FOR APPLICATIONS: 7th APRIL 2020

FOR APPOINTMENT AT THE START OF THE 2020/21 ACADEMIC YEAR

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>.

Introduction

St Edward's is a refreshingly different kind of school. The deliberate emphasis on selecting young people based on attitude and ambition rather than simply on test results means that the community fizzles with diverse interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's, there is so much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

Academically, St Edward's is forward looking and progressive: one of the few UK schools to offer both the A Level and the IB Diploma at Sixth Form, the academic programme was further enhanced in 2019 with the launch of pioneering new alternatives to GCSEs. Later this year, new, world-class academic facilities will be unveiled providing a range of university-style working environments to further support our pupils' academic ambitions.

Beyond Teddies, our exceptional community volunteering and engagement programme, enables our pupils to stay in touch with real life and to play a meaningful part in the life of the city.

Founded in 1863, St Edward's is an independent, co-educational boarding and day school. There are presently some 700 pupils, of whom 85% are boarders. Innovative partnerships enable the School to share facilities with the local community and, in the case of The North Wall, to sponsor a ground-breaking arts centre with an eclectic public programme.

About the role

The Deputy Nurse Manager will be responsible for assisting in the day to day running of the Health Centre, helping to lead a cohesive team of school nurses and ancillary staff to provide continued quality care to all pupils. They will use research based practice in collaboration with the Senior Nurse Manager to plan, deliver and evaluate school nursing interventions throughout the

School. Working with the Senior Nurse Manager, they will also lead on clinical/operational management issues on a daily basis.

Main Duties and Responsibilities

The Deputy Nurse Manager will be:

- required to deputise for the Senior Nurse Manager when necessary;
- required to assist in developing and implementing a culture of continuous quality improvements;
- expected to monitor and audit all documentation and processes undertaken in accordance to the Clinical Governance framework; and
- work in partnership with pupils, parents, School personnel, GPs and other appropriate agencies to carry out health surveillance, health promotion and other public health initiatives required by the School.

Professional

- To adhere to NMC The Code and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- To exercise awareness of professional responsibilities by:
 - keeping up to date with current relevant literature; and
 - undertaking personal and professional development, in line with revalidation.
- To use evidence-based practice to develop and maintain a high quality of nursing care to the pupils.
- To act as a role model and motivate team members in working towards innovative high standards of practice.
- To work as co-ordinating nurse with the Senior Nurse Manager.
- In partnership with suitable others, to be responsible for the appropriate development of protocols.
- To adhere to the applicable code of confidentiality.
- To adhere to the communication strategy for the School's Health Centre and ensure its effectiveness.
- To ensure that a comprehensive process of record keeping is maintained, complying with the NMC requirements on drug administration.
- To follow the Oxfordshire Safeguarding Children Board and School procedures for safeguarding children.

Operational

- To Implement the rota as agreed with the Senior Nursing Manager, ensuring bank nursing staff are sourced as appropriate.
- To ensuring that systems and processes are running smoothly, and troubleshoot problems.
- To implement protocols corresponding to guidelines from the Department of Health, local policies.

Planning

- To arrange for the NHS School Nurse Team to visit and deliver vaccines.
- To plan the duty rota in advance (1/2 termly) to allow for adequate planning of coverage and costing by the Senior Nurse Manager.
- To plan training to ensure optimal skill mix is maintained within Health Centre staff.
- To plan clinical audits in the Health Centre and boarding houses.

Support

- To support clinical governance and supervision within nurse group.

- To support Senior Nurse Manager in delivering St Edward's core policies and philosophy.
- To deliver training as required to pupils and staff
- To support Senior Nurse Manager in developing policies and protocols.
- To source training interventions based on audit outcomes for all School staff.
- To assist the Senior Nurse Manager in the implementation of St Edward's School's disciplinary, absence and sickness procedures.

Clinical

- To provide of a high standard of medical care to pupils in accordance with NMC guidelines and School policies regarding medical and mental health and well-being.
- To work in partnership with the Senior Nurse Manager overseeing the standards of nursing care of all patients.
- To participate in the monitoring and planning of pupils' health care needs. This includes carrying out health assessments and checks to assist with diagnosis and management, immunisation and health promotion programmes.
- To provide confidential advice and/or support to pupils and staff, as necessary.
- To be a source of advice to all School staff, as required.

About the Candidate

Person Specification Characteristics	
Registered General Nurse—Adult/ child, or RGN with relevant experience (i.e. A&E, School nursing, Practice nursing)	Essential
Evidence of professional development	Essential
BA or BSc in a health-related field	Desirable
Qualification as a Nurse Practitioner in mental health, minor injuries or A&E	Desirable
Experience of school nursing; A&E; paediatrics, or adolescent health	Essential
Minimum 5 years post-registration experience in a relevant field	Essential
Experience in providing effective individual counselling/therapy to young people under stress with mental health difficulties	Desirable
Experience in health education	Desirable
Able to work flexibly and work the necessary hours to meet the needs of the service	Essential
Motivated and innovative self- starter	Desirable
Demonstrable management experience with evidence of good people management skills and the ability to lead and motivate others.	Essential
Enthusiastic and dynamic with the ability to manage and influence change	Essential
Good IT skills - the Health Centre uses Word and Excel	Essential
Good communication and report writing skills, influencing and negotiating skills	Desirable
Ability to prioritise and manage your own and the team's workloads to ensure the highest standards of care are provided in a flexible and holistic manner	Essential
Ability to motivate staff, excellent interpersonal skills and an ability to communicate with young people	Essential
The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance	Essential
Excellent communication and interpersonal skills with the ability to communicate effectively verbally and in writing with both, children and adults	Essential
Confident and calm when dealing with a range of accidents and first aid issues	Essential
Friendly, sympathetic and supportive personality with energy, motivation and enthusiasm	Essential
Committed to the protection of children and young people	Essential
A committed interest in working with school aged children and young people and in	Essential

providing a professional and caring service to the school	
A commitment to excellence and a vision which sees school health nursing as being a career pathway for the future	Essential
Good working knowledge of Child Protection issues. and willingness to work with the School's Child Protection guidance for staff	Essential

Hours of work

The Senior Nurse Manager and the Deputy Senior Nurse are responsible for the day to day organisation and co-ordination of staff within the Health Centre during the School's terms. The job holder's working hours are annualised and they are expected to manage their own time, working flexibly to meet the needs of the service.

Salary

Salary will be paid in accordance with Agenda for Change, Band 7.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

Probationary period

The appointment is subject to a probationary period equivalent to one School term.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Miscellaneous non-contractual benefits

- Free lunches are available during times the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

Notice Period

During the probation period, employment may be terminated by either side with one month's notice. Subsequently, the minimum period of notice is equivalent to one School term.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the School for personal use or disclose such data to a third person/party.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Lisa More O'Ferrall, Senior Nurse Manager, preferably by email: moreoferrall@stedwardsoxford.org.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 7th April 2020.

First stage interviews will be held during the week beginning 20th April 2020 with second stage interviews being held during the week beginning 27th April 2020. We reserve the right to appoint at any stage during the application process.