JOB DESCRIPTION – SENIOR NURSE MANAGER, BAND 8a

Responsible to: Deputy Head Pastoral

Accountable to: The Warden

Professionally relates to:
- The School Medical Officers
- All relevant Health Care Professionals
- Doctors and staff at Summertown Health Centre
- All colleagues at the School’s Health Centre

Organisationally relates to:
- Wider School Staff
- Pupils

Job Summary

Founded in 1863, St Edward’s is an independent, co-educational boarding school situated in North Oxford. There are presently 680 pupils, of whom 82% are boarders. The School exists to provide an excellent all-round education to each individual in its care and the life of the School is rich and varied and pupils are expected to pursue a wide range of interests.

The school week includes lessons on Saturday mornings, although leave weekends or exeats (which occur about every three weeks) usually begin at lunchtime on Fridays. St Edward’s is a traditional boarding school with most boarders in school on Saturday night. The majority of day pupils stay until 9pm on weekdays in order to benefit from a boarding education. Pupils take part in a wide range of sports and activities in the afternoons and at weekends.

The post holder will lead the School’s Nursing Team in providing a clinically effective, high quality service to the pupils of the School. The Senior Nurse Manager will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the School and will also be responsible for the strategic development of the Health Centre in line with recommended best practice guidelines from the Royal College of Nursing and Boarding Schools Association.

The post holder is expected to 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.

Main Duties and Responsibilities

Professional
- Adhere to the NMC Code for Nurses and be conversant with the Scope of Professional Practice and other NMC advisory papers
- Exercise awareness of professional responsibilities by organising his/her own work to include time to become familiar with current relevant literature and undertaking personal and professional development in line with revalidation
- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils
- Develop and participate in a clinical audit programme
- Responsible, in partnership with suitable others, for the appropriate development of Protocols and Patient Specific Directions
- Act as a role model and motivate team members to work towards innovative high standards of practice
- Work as the co-ordinating nurse together with the Deputy Senior Nurse
- Follow the Oxfordshire Safeguarding Children Board and School procedures for safeguarding children

**Managerial**
- Responsible for the smooth and efficient running of the Health Centre, ensuring efficient systems and processes are in place
- Responsible for the recruitment, selection and development of nursing staff recruited to work in the Health Centre
- Responsible for the management of the Health Centre Budget
- Ensure that all nurses in the Health Centre have Personal Development and Appraisal Plans in place throughout the year
- Ensure that the Health Centre has the appropriately trained staff on duty at all times
- Maintain the philosophy of care within the Health Centre which is in line with the overall philosophy of the School
- Develop a model of Clinical Governance and Clinical Supervision within the nursing team

**Clinical**
- Provide a high standard of service to pupils within professional competence and NMC Code and guidelines
- Responsible for the standards of nursing care of all patients
- Ensure each School House has a named nurse and there is a satisfactory process of communication between the Health Centre nurses, the House Matrons and Housemasters/mistresses
- Ensure there are appropriate systems organised within the school year to monitor and plan the care of all the pupil’s health care needs. This includes carrying out health assessment, immunisation and health promotion programmes
- Ensure care plans are developed and written for appropriate pupils in liaison with the House Matrons and the relevant pupil
- Ensure the immunisation programme is organised appropriately for all pupils for Dip/Tet/Polio and MenACWY within the national immunisation programme for school children
- Ensure there are appropriate processes are in place to ensure immunisation for overseas travel/residence, as recommended by the Department of Health, for pupils registered with Summertown Health Centre
- Ensure that a Code of Confidentiality is maintained
- Provide confidential advice and/or support to all pupils and staff as necessary

**Other Responsibilities**
- Ensure there is appropriate liaison with parents, ancillary and other staff as necessary, to provide holistic care for pupils, with the pupil’s knowledge and consent
- Be a source of advice for all School staff as required
- Continue and maintain a communication strategy for the Health Centre and ensure it is effective
- Ensure a comprehensive process of record keeping is maintained
- Ensure the Health Centre maintains and develops its place within the school and the wider independent school community
- Ensure the Health Centre provides support and coaching for staff in Clinical Practice
**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 he/she is expected to manage their own time, working flexibly to meet the needs of the service. It is also expected that the post holder will work as necessary the week before the start of each School term to ensure the Health Centre is prepared for the necessary service provision during that term.

A flexible working arrangement would be considered and applicants should specify on their application their preferred working pattern.

**Salary**
Salary will be paid in accordance with Agenda for Change, Band 8a.

**Pension**
The role is entitled to membership of the School’s pension scheme for support staff.

**Probationary period**
The appointment is subject to a probationary period of three months.

**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.

**Notice period**
During the probationary period, employment may be terminated by either side with one month’s notice. Subsequently, the minimum period of notice required is three months.

**Miscellaneous**
- Free lunches are available during times when the School’s kitchens are in operation
- Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated on the School site) although this is not a contractual entitlement
- Car parking is available on-site although this is not a contractual entitlement

**Confidentiality and Data Protection**
A strict code of confidentiality must be adhered to at all times.

**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 Disclosure & Barring Service.

**Health and Safety**
Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff 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.
PERSON SPECIFICATION – Senior Nurse Manager

- Educational Qualifications
  Essential
  - Registered Nurse or RN (Child) or equivalent with evidence of continued education
  - School Nurse/Nurse Practitioner Qualification or equivalent experience
  - Evidence of professional updating and development
  Desirable
  - BSc(Hon) or BA(Hon) in a health related field Family Planning Certificate
  - Certificate in Management Studies

- Skills, Abilities and Experience
  Essential
  - Ability to prioritise and manage changing workloads and situations, including the ability to Triage effectively
  - A minimum of 4 years’ experience in a School Nursing, Minor Injuries Unit or Practice Nursing
  - At least two years in a leadership and management position or equivalent experience
  - Leadership skills sufficient to manage and motivate a small team
  - Teaching Skills
  - Ability to communicate both verbally and in writing in an effective way
  - Have an understanding of the issues of adolescence and mental health
  Desirable
  - Previous experience of care provision of children aged 13-18

- Motivation
  Essential
  - A commitment to excellence
  - A dedication to professional nurse development and the Nurse Practitioner role
  - A committed interest in working with school aged children and young people and in providing a professional and caring service to the school
  - Willingness to undertake further formal training as required

- Safeguarding
  Essential
  - Commitment to the protection of children and young people
  - Willingness to work within the School’s Child Protection guidance for staff and follow relevant organisational procedures.