



SCHOOL NURSE (PART-TIME/TERM-TIME)
FOR APPOINTMENT AT THE BEGINNING OF THE ACADEMIC YEAR
CLOSING DATE FOR APPLICATIONS: 21st June 2019

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/>. You can find a copy of our prospectus here.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 13 boarding Houses, most of which house around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is so much more to school life with numerous other activities including sports, music, theatre, dance and more on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford. It is an exciting combination.

About the role

The School Nurse will be part of the School's Nursing Team and provide a clinically effective, high quality service to the pupils of the School. The post holder will use research based practice to plan, deliver and evaluate school nursing interventions throughout the School.

The School Nurse 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

- Adherence to NMC 'The Code' and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- Exercise awareness of professional responsibilities by:
 - Keeping up to date with current relevant literature; and
 - Undertaking personal and professional development in line with revalidation.
- Using evidence-based practice to develop and maintain a high quality of nursing care to the pupils.
- Participation in a clinical audit programme.
- Acting as a team member and assisting in working towards innovative high standards of practice.
- Adherence to the applicable Code of Confidentiality.

Managerial

The Nursing team has a responsibility for the day to management of the Health Centre:

- Ensuring that the Health Centre is appropriately staffed, stocked and equipped.
- Ensuring the safe storage, usage and disposal of medical supplies and drugs.
- Provision of first aid kits around the School and replacement of supplies.
- Timely maintenance of pupil medical files and attendance records in accordance with GDPR.
- Organisation, provision and monitoring of essential emergency medication in the Dining Hall, Boarding Houses and other appropriate areas within the School.
- Maintaining the philosophy of care within the Health Centre, which is in line with the overall philosophy of the School.
- Participation in clinical governance and clinical supervision within the nursing team.

Clinical

- Provision 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.
- Treating pupils as appropriate with the aim of encouraging pupils to return to their normal activities of daily living as soon as is appropriate and in their best interests to do so.
- Liaising with parents/guardians and the pupil where necessary, arranging transfer home for recuperation or to alternative care, e.g. offsite medical appointments, hospital visits.
- Participation 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.
- Liaising with local health authorities in the organisation of immunisation programmes.
- Arranging and managing communication with parents with regards consent.
- Maintaining records on electronic register where appropriate.

Administration

- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine on entry to the School and at agreed stages during a pupil's School career are obtained and retained.
- Assisting with the implementation and regular updating of pupil health care plans.
- Maintaining electronic and paper records of daily visits to the Health Centre or accidents treated and reported including the nature of the problem, treatment or advice.

Communication and Liaison with Core House teams with regards medical or emotional problems concerning pupils

- Development of health care plans where appropriate including giving support to relevant teaching staff in their dealings with pupils within the classroom and in extra-curricular activities.
- Regular meeting with core house teams and where required senior pastoral staff (Warden, Sub-Warden, Deputy Head Pastoral and DSL) to provide advice on effective pastoral care for specified pupils.
- As a part of the nursing team, drafting and updating the 'pupils of concern' list of pupils with 'need to know' conditions.
- Providing training and advice for staff for the initial care of pupils with particular medical needs.

Pastoral Care

- The School Nurse works closely with the Designated Safeguarding Leads, Chaplain and the School Counselling Team, but at all times exercises judgement regarding confidentiality in the context of prioritising safeguarding and welfare of children.

Teaching of Pupils and Staff

- Provision of first aid updates for members of staff, particularly games staff or those regularly involved in residential trips.
- Contributing to topics within PSHE schemes of work/ and or other assemblies.
- Rising awareness of medical and health issues to pupils and staff ~~throughout the school~~ this may be through distributing appropriate material via pastoral staff, or updating health related notice boards.

General

- Providing medical cover for sports fixture, games sessions and other events as required.
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

Start date

The role will commence on 30th August 2019.

Hours and weeks of work

This is a part-time position working during School academic terms. Working hours for School Nurses are annualised and this role requires 1,020 working hours per year, with each working week consisting of 30 hours (30 hours x 34 weeks). This figure includes unsocial hours, payment for which is included in the basic annual salary.

Holiday

The annual salary includes an entitlement to six weeks paid holiday, pro rata to hours worked. Holidays should be taken outside term time, and bank holidays which fall in term time may well be working days.

Salary

Salary is paid in accordance with Agenda for Change, Band 6. The salary payable for a part-time contract working 30 hours a week term time only, will be £21,682 per annum (pro rata of £36,644 per annum). Salaries are reviewed annually with effect from 1st September.

Pension

The role is eligible for 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.

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 Accident and Emergency	Desirable

Experience of school nursing; A&E; paediatrics, or adolescent health	Essential
Minimum 2 years post-registration experience	Essential
Experience in providing effective individual counselling/therapy to young people under stress with mental health difficulties.	Desirable
Ability to work independently without medical back up on site	Essential
Good IT skills - The Health Centre uses Word and Excel	Essential
Medically fit and able to cope with a physically demanding role	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
Ability to prioritise and manage changing workloads and situations and to work flexibly to meet the needs of the service	Essential
Good working knowledge of Child Protection issues. and willingness to work with the School's Child Protection guidance for staff.	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 commitment to excellence and a vision which sees School Health Nursing as being a career pathway for the future.	Essential

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, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews 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 the Senior Nurse Manager, Lisa More O'Ferrall, by email: moreoferrall@stedwardsoxford.org

Early applications are encouraged and application forms can be found on the School website: www.stedwardsoxford.org.

Completed forms should be emailed or posted to recruitment@stedwardsoxford.org / HR Department, St Edward's School, Oxford OX2 7NN. Closing date for applications is 12 noon on Friday 21st June 2019.