



## ST. EDWARD'S OXFORD

### **SCHOOL NURSE (PART-TIME)**

CLOSING DATE FOR APPLICATIONS: 30<sup>th</sup> JUNE 2021

TO BEGIN WORK FROM SEPTEMBER 2021

#### **A message from the Warden**

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is 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.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

*Beyond Teddies*, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

#### **About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school

week includes lessons on Saturday mornings, apart from leave weekends and exeats (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

### **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 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**

We would like the successful applicant to begin work from the start of September 2021.

### **Hours and weeks of work**

This is a part-time position working during School academic terms and we are looking for between 24 and 36 workings hours per week.

### **Salary**

Salary is paid in accordance with Agenda for Change. Salaries are reviewed annually with effect from 1<sup>st</sup> September.

### **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.

### **Pension**

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

### **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 of three months.

### **Miscellaneous non-contractual benefits**

- Free meals are available during times when the School's kitchens are in operation.
- 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.

### **About the Candidate**

| <b>Person Specification Characteristics</b>   |           |
|---|-----------|
| Registered General Nurse–Adult/ child, or RGN with relevant experience (i.e. A&E, School nursing, Practice nursing) | Essential |

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| 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](mailto:moreoferrall@stedwardsoxford.org)

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

Closing date for applications is 30 June 2021.