

## Job Description

### Full-time Nurse for Health and Wellbeing Centre (Term-time only)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Health and Wellbeing Team

<b>Post:</b>	Full-time - Health and Wellbeing Centre
<b>Salary:</b>	Band 6, FTE is £39,027. Actual salary for term time only is £26,300
<b>Contract:</b>	6 month probationary period, followed by a permanent contract
<b>Reporting to:</b>	Assistant Principal – Safeguarding, Health and Boarding
<b>Working closely with:</b>	Health and Wellbeing Team and Boarding staff and relevant Colleagues from across the school staff.
<b>Hours:</b>	37.5 hours a week depending on organisational need

This role is term time only (plus 5 Inset days). During the year the focus is on supporting the students in leading a full life at School and in House. There are opportunities for further employment during school holiday lettings.

Purpose of Job:	<p><b>Full-time Nurse – Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Support students on a day to day basis by acting as front-line health support</li> <li>• Act in loco parentis providing a caring, safe and positive environment for the young people who attend Elmhurst School for Dance when students are in the care of the Health &amp; Wellbeing Centre</li> <li>• Liaise with parents effectively to support their child’s health, safety, well-being and progress.</li> <li>• Coordinate the running of the Health &amp; Wellbeing Centre in the absence of the Head of Health and Wellbeing</li> <li>• Work with the Head of Health and Wellbeing to develop services aiming to create a centre of excellence for dancer’s health</li> <li>• Lead on supporting students with Eating disorders ensuring that students’ growth and development is appropriately monitored and, if needed, referrals are made to external agencies</li> <li>• Attend emergencies as and when required. It may also be necessary for the School Nurse to travel with the injured student/staff member to hospital or relevant offsite service</li> <li>• Work with the Health and Wellbeing Team to ensure best practice within the Health &amp; Wellbeing Centre, providing a flexible and student friendly service</li> <li>• Organise external clinical appointments and treatments of students as necessary</li> <li>• Maintain appropriate records, student records, accidents, RIDDOR, medication, First Aid book etc.</li> <li>• Assist in running regular health checks on all students</li> <li>• Encourage students to adopt a healthy life style.</li> <li>• Liaise with the School Nursing Service and organise immunisation programmes.</li> <li>• Support with regular onsite GP clinics and liaise with the GP Surgery as necessary</li> <li>• Support the academic, artistic and pastoral wellbeing of all students.</li> <li>• Understand, meet and exceed the National Minimum Boarding Standards.</li> <li>• Attend and participate in any required meetings</li> <li>• Maintain and update personal professional knowledge.</li> <li>• Ensure that professional registration to practice with the Nursing and Midwifery Council (NMC) is kept up-to-date.</li> </ul>
	<p><b>Accountabilities:</b></p> <p>Administer student medications in a safe and appropriate manner.</p>
Purpose of Job:	<p>The Nurse will support the Head of Health and Wellbeing in the safe and effective running of the Health &amp; Wellbeing Centre. They will provide high quality, patient centred care and support to students, whilst maintaining high levels of confidentiality sharing information on a need to know basis.</p> <p>An important aspect of this role is working effectively as part of the school’s Health and Wellbeing Team to ensure that students’ medical requirements are properly catered for.</p>

	<p>Ensure that the personalised needs of each student are identified and communicated to staff as needed, to ensure that student talent and potential are developed and maximised.</p> <p>Promote a collective responsibility so that students are aware of the emotional needs of others and offer sensitive support towards peers.</p> <p>Counsel students at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have.</p> <p>Have a good working knowledge of and ability to follow and promote the school's policies and procedures for Safeguarding Children, countering bullying, substance misuse and health &amp; safety.</p> <p>Fulfil the requirements of the school's Safeguarding Children policy by informing the Designated Child Protection Officers regarding any concerns and or if any referral to outside agencies is required.</p> <p>Be willing to lead on projects to improve student care standards.</p> <p>Promote the Elmhurst Way. Support the students in understanding the School's Policy on Promoting Good Behaviour Policy.</p> <p>Ensure that all responsibilities are carried out in an appropriate manner and in line with Elmhurst's Professional Code of Conduct.</p> <p><b>Health and Safety:</b></p> <p><b>Fire Drills and Building Safety</b> – When working in the Health and Wellbeing Centre you must check, as far as practical, on internal conditions in the centre, to ensure student safety, e.g. trailing wires. Requests for maintenance work are to be passed to the Facilities Coordinator.</p> <p><b>General:</b></p> <p>Attend and participate in staff and working group meetings and the school's Self Evaluation Processes through meetings and staff Inset.</p> <p>Adhere to and work within Elmhurst School practices and policies including those relating to Equal Opportunities.</p> <p>To perform any other key task which the Principal may reasonably assign.</p> <p><i><b>This job description is subject to change at the discretion of the Principal.</b></i></p> <p><b>Responsible for:</b> Students and staff using the Health &amp; Wellbeing Centre</p> <p><b>Responsible to:</b> Assistant Principal – Safeguarding, Health and Boarding</p>
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<b>Person Specification:</b>  <b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>			
	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	Registered Nurse	Assessment of Sports Injury Demonstrates a clear understanding of the challenges faced by young people. Interest in Sports Injury or adolescent mental Health	Certificates NMC Pin
<b>Knowledge &amp; Experience</b>	Relevant post registration experience	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar child care role</li> <li>• Experience in Accident &amp; Emergency Department</li> <li>• Experience of dealing with children with social, emotional, behavioural or communication difficulties</li> <li>• Paediatric experience</li> </ul>	Application Form Interview Professional references
<b>Skills</b>	Evidence of clear, focused communication & active listening skills. <ul style="list-style-type: none"> <li>• Good standard of literacy &amp; numeracy</li> <li>• Good ICT skills</li> <li>• Good administration skills</li> <li>• Ability to deal with children and adults at all levels</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> </ul>	Highly organised Ability to carry out Auditing Drivers licence	Application Form Interview Professional references
<b>Innovation</b>	Demonstrate the ability to be proactive and bring forward ideas to improve working methodologies and activities to support the students and ethos of the school. Self-Motivated	Evidence of introducing new working methodologies leading to measurable outcomes and improvements for young people.	Application Form Interview Professional references
<b>Personal competencies and qualities</b>	High level of personal integrity Child centred Methodical and organised Well presented & personable Genuine enthusiasm and the ability to work well within a wider staff team. Shows clear initiative Ability to work under pressure whilst remaining calm Approachability A clear understanding of confidentiality and within these boundaries Embodying the ethos and vision of the Student Health and Wellbeing Centre	Dynamic and charismatic Reliable and flexible Sense of humour Assertiveness Sensitivity Confident	Application Form Interview Professional references

## **EQUAL OPPORTUNITIES POLICY STATEMENT**

Elmhurst School is striving to be an equal opportunities employer.

In line with the current legislation, as an employer of staff, we aim to ensure that all job applicants, staff and volunteers do not suffer unfair discrimination because of their race; colour; nationality; ethnic origin or religious belief; social class or caste; age; disability; sexual orientation; marital status; family situation; or gender.

We aim to ensure that all people with whom we work are valued for their contribution and are given the opportunity to realise their full potential within the organisation.

Elmhurst School believes that following a policy of equality of opportunity will benefit not only the individual but will also benefit and enrich the whole organisation.

## **DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

## **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff is required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**The duties and responsibilities listed above are provisional. Further details may be supplied when the person is appointed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**