



Prep School Nurse

Caterham Prep School

Appointment Brief

Closing Date: Friday 10 July at 12.00pm



The School

Caterham Prep School is an IAPS co-educational day school that is an integral part of Caterham School. At the Prep School we cater for children from three to eleven years of age. Most of our pupils go on to join our Senior School, which in turn caters for pupils from eleven to eighteen years of age with boarding provision from thirteen to eighteen years of age.

Caterham Prep School seeks to provide an inspiring education preparing all of our young people for senior school. We believe that education should challenge pupils to be the best that they can be at all times, to instill in them the habits of learning that will see them succeed in any context, to provide opportunities for pupils to find success and fulfilment through achievement and excellence and to leave them with a love of learning and exploration that will stay with them throughout their lives.

Learning to learn is a key facet of a Caterham education and our classroom experience encourages innovation, independence and collaboration. Wellbeing and pastoral care is at the heart of all we do and we firmly believe that children succeed when they feel safe, supported and secure and when their educational journey is built around what is right for each child.

As you will see as you explore our website, we offer a broad selection of subjects and activities. Our pupils benefit from a stimulating, supportive and challenging learning environment. Our commitment to investing in technology that supports the highest standards of teaching, together with our beautiful grounds and buildings, offers our pupils a unique learning experience as they develop through their formative years.



The Role

We are seeking to appoint a dedicated and caring professional nurse to join the Health Centre team with a primary focus on caring for pupils in the Prep School.

The aim of this role is to support pupils' health and wellbeing providing care to the 300 pupils aged between 3 and 11 in our Prep School, Health Centre with time also spent caring for boarders and other senior school pupils.

Relationships: The Prep School Nurse will be part of the Health Centre team and as such will report to the Lead Nurse whilst working closely and collaboratively with the Deputy Head of the Prep School and the Head of Pre-Prep. The team strives to develop and maintain positive and mutually supportive relationships with the wider school community and therefore good communication skills, an ability to work flexibly in a team and a sense of humour are essential.

Main Duties: To provide high quality and effective health care for or our pupils. To work in conjunction with the pastoral team to provide physical and mental health first aid and emergency care to all members of the school community and visitors whilst on site.

Hours: Hours of work will be 7.45am – 3.45pm, Monday to Friday during term time, spending 7.45-10am in the Health Centre to assist with the care of the boarders and any other activities taking place there and 10am—3.45pm in the Prep School. The Prep School Nurse would also be expected to attend INSET days as required at the start of each term in addition, 1 week of the summer holiday will be a working week to prepare for the new school year.



The Role cont.

Specific duties:

Medical and First Aid

- Provide medical care to pupils and first aid and emergency care to all members of the community, and visitors to the Prep School whilst on site
- Attend and ensure a visible presence at Home Sports Fixtures as required, and to provide medical care as needed
- Attend and provide care as needed at Specific Prep events such Prep and Pre-Prep Sports Days, Prize Giving, Swimming Gala etc.
- Assess, plan, implement and evaluate patient care of pupils with minor ailments, chronic illness, accidents and injuries and support wellbeing and mental health
- Provide specific care for pupils with health needs such as diabetic pupils, including checking blood sugars, monitoring glucose control, assisting with insulin delivery, liaising with Catering re meals.
- Maintain safe storage, usage and disposal of medical drugs and supplies
- Organise school medical examinations and other surveillance audits
- Organise vaccination programmes as required.
- Record ordering and dispensing of medication following medication protocols
- Being available to staff leading trips to offer advice and information regarding individual pupils, their health conditions and medication
- Provide basic First Aid knowledge to staff and train staff on procedures if faced with a medical emergency such as anaphylaxis or cardiac arrest
- Provide first aid kits for school trips and maintain stock of all school first aid kits
- Keeping pupils' medical supplies up to date (epipens, inhalers etc)

Communication and record keeping

- Updating medical records on the school database and portal and liaising with parents as necessary if further information is needed.
- Maintain medical records accurately, confidentially, safely and in a timely manner in line with school policies allowing for rapid retrieval of information
- Store relevant information using the pupil information portal and remain up to date with pupil information written by other staff
- Providing required information relating to Prep and Pre-Prep pupils on allergies and other dietary needs to the catering team
- Ensure medical care plans and personal evacuation plans are developed and written for pupils requiring them, ensuring relevant staff are involved
- Being available to liaise with parents regarding medication, treatment and healthcare plans.



Specific duties cont.

Pastoral support

- To be a listening ear signposting support and passing on concerns to the appropriate people as necessary
- Work with and advise members of SLT, the Deputy Head and DSL of the Prep School, the Pre-Prep Head and other staff on medical and pastoral matters as appropriate, maintaining pupil confidentiality wherever possible
- Working with the Deputy Head to contribute to the Wellbeing curriculum
- Promote health education throughout the school population
- Provide or arrange for first aid training to our Year 6 pupils

Skills, Qualifications and Experience

- A currently registered nurse (essential)
- Maintain and enhance your personal professional development in areas relevant to the role in accordance with guidance from regulatory and professional bodies
- Develop an understanding of common mental health conditions, particularly those regularly seen in younger children and be able to recognise and support as appropriate
- Previous experience in A&E, Practice Nursing or Paediatric Child Care would be advantageous but

- just as important is a genuine interest in working with young people.
- A valid First Aid Certificate (HSE recognised) or to take an appropriate course within three months of taking up the post.
- Clean, valid driving license (desirable)

Attributes

- Experience of working with young children
- Knowledge of Paediatric First Aid
- Willingness to work as part of a team
- Able to work and make decisions independently.
- A warm and caring personality
- A good communicator with the ability to establish a rapport with young people and their families
- Tact, discretion and good listening skills
- The ability to deal with emergencies calmly
- Patience and a good sense of humour

Note: The post holder may be required, within reason, to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed



The Application Process



Please complete the application online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/support-staff-vacancies>

The closing date for applications is:

12pm Friday 10 July 2020

If you have any questions or queries, please contact the HR Department on hr@caterhamschool.co.uk or call 01883 343028

The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE

Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the school's performance management process.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Pension Scheme

Legal and General Pension Scheme, up to 10% employer contribution. Please contact the HR department for full terms and conditions.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays.

Beautiful Environment

Sit on a beautiful site in the Caterham valley with access to woodland and free parking onsite. We are well placed for access to town and country: the two hundred acre site is five minutes' drive from Junction 6 of the M25 and a short walk from the local station, with several trains an hour in and out of London.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.





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