



CATERHAM
SCHOOL



School Nurse

Appointment Brief

Closing Date: 9:00am Monday 14 June

To start: September 2021

One of the top co-educational schools in the country





The Role

JOB PROFILE

We are seeking to appoint a dedicated and caring professional nurse to join the health centre team which has the care of our pupils across the age range (3-18 years) and a particular care for our boarders.

The aim of this role is to support pupils' health and wellbeing, providing a caring service to our 165 boarding pupils and any pupil or member of the community who becomes unwell during their time at school.

Relationships: The nurse reports to the Lead Nurse. The health centre 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, meeting and surpassing the National Minimum Standards for boarding schools and providing excellent care for our pupils in line with NMC guidelines. To work in conjunction with the pastoral teams in the Senior and Prep school to provide physical and mental health first aid and emergency care to all members of the school community and visitors whilst on site.

The Role

MAIN RESPONSIBILITIES

Medical and First Aid

- Provide medical care to pupils and first aid and emergency care to all members of the community, and visitors whilst on site
- Assess, plan, implement and evaluate patient care of pupils with minor ailments, chronic illness, accidents and injuries and support well-being and mental health
- Maintain safe storage, usage and disposal of medical drugs and supplies
- Organise school medical examinations and other surveillance audits
- Record ordering and dispensing of medication following medication protocols
- Work with boarding staff to arrange for boarding pupils to attend any medical or other health appointment and arrange transports and escorts as required
- 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)
- Working closely with the First Aid co-ordinator on a Saturday to ensure an outstand

ing level of care for Caterham pupils and their opponents.

Day to day and long term efficiency of the Health Centre

- Work closely and collaboratively with other members of the Health Centre team and the larger pastoral team
- Maintain treatment room stock and ensure it is hygienic and tidy
- Organise and run nurse drop-in clinics for boarders and day pupils
- Organise doctors' surgeries, including advising pupils to attend and referring to the School Medical Officer as appropriate
- Be a visible and reassuring presence around the site on a Saturday including in the Boarding Houses, at match teas and pitch side.

Communication and record keeping

- Update medical records on the school database and liaise with parents as necessary if further information is needed
- Process the medical details of all incoming pupils and ensuring that this information is entered accurately into iSams and appropriate areas such as the Catering Dept are informed
- Maintain medical records accurately, confidentially, safely and in a timely manner in line with school policies allowing for rapid retrieval of information



The Role

- Store relevant information using CHIP and remain up to date with CHIPS written by other staff
- Ensure medical care plans and personal evacuation plans are developed and written for pupils requiring them, ensuring relevant staff are involved
- Receive new boarding pupils and any medication being a point of contact for parents and guardians about health issues

Pastoral support

- To be a listening ear and, often, a first 'port of call' for pupils, signposting support and passing on concerns to the appropriate people as necessary
- Work with and advise members of SLT in the Senior and Prep schools, the Deputy Head (P&W), the DSLs, the BHMMs and other staff on medical and pastoral matters as appropriate, maintaining pupil confidentiality wherever possible
- Contribute to the Wellbeing curriculum, particularly with the boarding community on matters such as personal hygiene, sexual health and drugs and alcohol
- Promote health education throughout the school population and provide confidential health advice, counselling and referral as appropriate

Attributes

- The ability to interact effectively with all members of the school community, combining confidence and assertiveness in a calm, courteous and professional manner
- Tact and absolute discretion in dealing with all matters
- Independence but with the ability to work as part of a wider team of support and pastoral staff

- Flexibility in approach to people and to working arrangements
- Able to respond calmly, quickly and willingly to urgent and unexpected requests
- Appreciation of, and sympathy for, the objectives of the school

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 adolescents and 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 and children.
- 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)

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



Conditions of Service

Hours: Our nurses work on a shift basis. Hours required will be between 23 and 27 hours per week spread across 3 days including Saturdays. Weekday shifts are between 7:45am – 6pm and Saturday shifts are 8:45-6pm.

This is a term time role with a salary based on Band 6 of the NHS Agenda for Change salary scale (pro-rated for hours and to 34 weeks per year).

Your salary will include pro-rata of 5 weeks paid annual leave.

CHILD PROTECTION

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to participate in child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Liaison Officer.



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 development and appraisal process. The focus at Caterham School is on encouraging and supporting individuals to continue to develop their skills to provide the finest teaching and learning for our students.

Counselling and Legal Advice Service

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

Fee Remission

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

Pension Scheme

Legal and General Stakeholder scheme with an employer's contribution of up to 10% as appropriate.

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.

Cycle Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.



The Application Process



Please complete the application online via the school website at:

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

If you have any questions or queries, please contact Julie Hillier, HR Officer

hr@caterhamschool.co.uk or call 01883 335025

The closing date is : Monday 14 June at 9:00am

First interviews will be held via video link later the same week

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



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