



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

CASUAL SCHOOL NURSE (RGN)

Section:	The Medical Centre	Salary Range:	Hourly rate of pay
Responsible to:	Senior School Nurse	Hours of Work:	Casual hours on an adhoc basis
Status of position:	Casual		

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Head of Estates, Head of HR, Financial Controller, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

The Medical Centre

The Medical Centre is situated just outside the main school gates on Ashton Road and is run by our Senior School Nurse and her team of qualified registered Nurses.

We hold a doctor's surgery every weekday during term-time from 8am and concurrently run a nurse-led triage clinic. The Centre is staffed around the clock and all pupils are welcome to drop in for advice and management of illness and injury.

We also offer counselling, routine and travel vaccinations, as well as health education and promotion. We have 14 beds within the Medical Centre where we can monitor pupils more closely and they may remain here for overnight stays, if necessary.

2. OVERVIEW OF APPLICATION METHOD AND EXPERIENCE

Please refer to the attached Person Specification for a more detailed view of relevant experience and qualifications essential to fulfil this role.

The pupils at Shrewsbury School live in boarding houses in the school grounds and are supervised by the Housemaster, their Spouse and the House Matron. The Medical Centre is always staffed during term-time. The majority of admissions and outpatient consultations are concerned with ILLNESS and INJURY. The post holder will be expected to work on a rota shift basis to provide 24 hour nursing cover during term-time and will be resident during an overnight duty (see enclosed duty list).

The successful person must be a Registered General Nurse; having experience in the management of minor illness and injury would be of benefit. It would be advantageous to have a paediatric qualification as well as a special interest in diabetes, asthma, immunisation, counselling, health promotion, and phlebotomy.

You will need to demonstrate excellent communication skills to join our friendly nursing team. Experience of working on your own initiative is essential, as well as working in a small team. You will be working independently for the majority of each shift and you need to be able to work confidently, competently and autonomously within your capabilities knowing when and where to access support/advice.

Some duties may also involve some light domestic work such as cooking light suppers for those pupils staying overnight. The nursing team work together in providing 24 hour cover, 7 days a week, during term-time and it would be expected that you are flexible to cover other members of staff in the event of sickness which can, at times, be at short-notice.

As this position is a casual role you must be able to attend some induction training with the Senior School Nurse at the beginning of each term to familiarise yourself with the Medical Centre's procedures. You will be called upon to work hours in the event of staff absences which would normally be based on a 24 hour shift.

3. MAIN PURPOSE OF ROLE

To provide nursing care to the highest professional standards, supporting of the Senior School Nurse and the School Doctor.

4. LEVEL OF POSITION

The post holder will be directly responsible to the Senior School Nurse who is responsible for day-to-day line management responsibility to include appraisal, training and development and health and safety.

5. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative duties. The post holder will be expected to become involved in a range of work, on occasions that may not be illustrated below.

Main Responsibilities:

Nursing

- To assist the Senior School Nurse and School Doctor with morning surgery - triaging and assessing pupils in order of need, preparing them for surgery, performing relevant and necessary tests and investigations as appropriate and administering medications when necessary.
- To communicate effectively and confidentially with Matrons/ Housemasters/ Parents/ Guardians as necessary in relation to the holistic health and well-being of pupils.
- To provide 24 hr medical care, advice and first aid to ALL pupils, members of staff and any visitors while at Shrewsbury School: autonomously treating minor illnesses and injuries (within own capabilities); knowing when and where to refer for advice and further management, e.g. A&E.
- To assess, implement and monitor the care of pupils who have been admitted to the Medical Centre.
- To provide confidential “counselling” as appropriate.
- To be aware of the need for health promotion to all pupils within The School, taking advantage of pupils’ visits to the Medical Centre to provide health promotion advice and support.
- To be fully aware of current NMC standards of conduct, performance and ethics for nurses and midwives; practice safely and accordingly.
- To maintain registration and be aware of the requirements of renewal of registration with the NMC. To be willing to undertake relevant professional development.

Administrative

- To be aware of the importance of accurate, clear and precise documentation.
- To keep all nursing records to a high standard.
- To be responsible for maintaining the medical records of three Boarding Houses.
- To be fully competent with the administration of medication in accordance with relevant protocols.

- To be responsible for all general office procedures in the Medical Centre, to include regularly checking emails, voicemail messages and all other administration.
- To be competent with the use of a computer, managing medical records and communicating.
- To be responsible for health and safety issues within the Medical Centre whilst on duty.
- To report accidents/injuries to the Senior School Nurse.
- To follow procedures for the safe disposal of clinical waste.
- To maintain treatment room stock, hygiene and tidiness.

Contacts

In all contacts the successful applicant will be required to present a good image of Shrewsbury School as well as maintain constructive relationships.

6. TERMS AND CONDITIONS

SALARY:	The hourly rate of pay is £11.50 per hour to £15.00 per hour (dependent upon qualifications and experience). This hourly rate of pay also includes sleep-ins and waking-nights.
HOURS:	The hours of work are casual and will be dependent upon the shift hours that require staffing cover.
HOLIDAYS:	The School Nurse will receive holiday allowance at the end of each term based on the number of hours worked during that term.
PENSION:	All support employees are eligible to join Shrewsbury School's Pension Scheme (employee up to 5%, employer up to 7.5%) subject to auto-enrolment rules.
OTHER BENEFITS:	The School Nurse, when on duty, will enjoy the benefits to include free meals, childcare vouchers, Pension and Life Insurance together with the use of the school's sports facilities when not in use by pupils or others (i.e. swimming pool, gym, tennis courts etc.)



Shrewsbury School

Person Specification

CASUAL SCHOOL NURSE (RGN)

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
<u>Qualifications</u>			
A good standard of education.	✓		A / D
RGN qualified for more than 5 years.	✓		A / D
IT qualification, although not essential would be a distinct advantage.		✓	A / D
Minor illness qualification.		✓	A / D
Paediatric qualification.		✓	A / D
<u>Work Experience</u>			
Must be able to deliver high standards of medical care.	✓		D / I
Experience of School nursing.		✓	A / D / I
Must have a good knowledge of the management of illnesses and injuries.	✓		A / D / I
Experience of working autonomously		✓	A / I
IT Skills	✓		A / I
Health promotion	✓		A / D / I
Experience of minor illness/injury/A&E		✓	A / I
Although not essential, some experience of care in a boarding/residential setting would be an advantage		✓	A / I
<u>Specialist Knowledge</u>			
A good understanding of the Children Protection Act and Health and Safety at Work Regulations.	✓		A / D / I
Knowledge of the National Care Standards Commission (NCSC) Inspections.		✓	A / D / I

Description	Essential	Desirable	Method used
Personal Attributes			
Ability to develop, establish and maintain positive relationships with staff, parents, and pupils.	✓		I / D
Keen attention to detail with a methodical approach. Well organised, task orientated and able to co-ordinate a range of activities.	✓		A / I
Able to deal calmly with different situations as they arise.	✓		D / I
A good sense of humour, friendly, sympathetic and supportive approach.	✓		D / I
Able to win the confidence of children and encourage them to talk about their problems.	✓		D / I
Ability to work within a small team supporting colleagues.	✓		A / I
Ability to meet deadlines while working under pressure with minimal supervision.	✓		D / I
Energetic, motivated and enthusiastic in approach.	✓		A / D / I
Ability to communicate with a variety of people, ie young people, parents, staff etc.	✓		A / D / I
Committed to ongoing personal development.		✓	A / I
Willingness to adapt to change as school develops.		✓	D / I
Be emotionally strong to deal with difficult issues/situation.	✓		A / D / I
Other / Special Working Conditions			
Possess cultural awareness and sensitivity in working towards the aims of the school.		✓	A / D / I
Must be able to work on a shift rota basis and be resident during an overnight duty.	✓		A / D / I