



Appointment information
School Nurse
September 2018

The College

Queen's College is a highly successful independent girls' school of 370 girls, aged 11-18. The College is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere, highly valued by girls, parents and staff. There is an associated Preparatory School for girls aged 4-11 on a nearby site.

Queen's College is a wonderful place to work. We are an independent day school for girls between the ages of 11 and 18, and occupy four large houses on Harley Street. The College is academically selective, but not narrowly so, and we place very great importance on the nurture and development of the talents of each individual pupil. This is not a school to force anyone into a mould, and we are very proud of that. Our size allows for small classes and close relationships between the well-qualified staff and pupils, but we are large enough to be able to offer a wide range of subjects and subject combinations.

Being situated at the heart of the capital, we are able to take full advantage of the cultural life of London, and to draw upon the museums, galleries, theatres and concert halls around. And while Queen's pupils come from a huge range of different backgrounds and traditions, they share a self-confidence and open-mindedness which enables them to embark upon their university courses and future careers with vigour and success.

Queen's is a unique institution with an exceptional history behind it and a distinctive approach to the education of young women in the 21st century.



The role

The role of the School Nurse at Queen's is to support pupils' health and wellbeing in order for pupils to participate fully in active school life. This is a full time, term-time only role.

The clinical side includes looking after those pupils who have long-term medical conditions that may require daily support, such as diabetes, coeliac, asthma, arthritis, scoliosis as well as those with severe allergies. Day to day first aid, treatment of minor ailments, diagnosis of illness and decision-making on fitness for school, as well as advice and keeping parents fully updated on their child's welfare during the school day, is of the utmost importance.

There is a significant pastoral role, involving regular liaison with our school Counsellor and Deputy Head (Pastoral) as well as outside agencies where required. Teaching of PSHE and Sex & Relationships Education (SRE) is also a valuable part of the role. The areas the nurse will be asked to participate in include: healthy living; menstruation; and sexual health, including contraception and STI's. The relevant literature and lesson models are all in place,

but any new ideas are always welcome for discussion with the PSHE team.

The role will also include further establishing and maintaining a firm link with our prep school, QCPS, located a few minutes' walk away on Portland Place. Pupils from 4-11 years of age are well supported currently, but plans for greater input and assistance with record keeping, updating policies and getting medical information onto our data management system, Schoolbase, are ongoing.

Medical facilities

The medical room is well equipped in order to facilitate the immediate care, both medical and pastoral, of pupils and staff at Queen's. There is a lying down area, and quiet space if required for time out. The usual first aid treatment can be provided quickly and any emergency care will be provided via the NHS locally. Ambitious plans are in place to relocate and redevelop these facilities in the next two to three years.

Main responsibilities

The provision of medical care to pupils and staff on a daily basis:

- Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis.
- Treating pupils as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- Where necessary, arranging to get the pupil / person home safely or to alternative care, e.g. the individual's GP or to hospital.
- Administering medication according to School policy.
- Performing necessary health checks to assist with diagnosis and therefore appropriate treatment.
- Liaison with parents and staff in accordance with School policies on medical and mental health.
- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine, etc. on entry to school and at agreed stages of school career are obtained and retained.

The Nurse has responsibility for the management of the Medical Room

- Administration and excellent record keeping - all medical information kept updated and secure, both in paper files and on 'Medical' section of Schoolbase, our in-house database.
- Documenting pupil visits, treatment, medication and relevant action taken.
- Maintaining up to date lists of pupils with severe allergies and holders of Epipens, asthmatics and other medical alerts, ensuring these lists are available to staff as required.
- Ensuring that medical, first aid and emergency equipment is kept, maintained, re-stocked and, for every trip, visit or excursion off site with pupils, that appropriate first aid kits and pupils' individual medical needs have been highlighted, assessed and discussed with the relevant staff accompanying the trip



- Management of any accidents on school premises with first aid given and noted on accident/incident database and parents informed as per policy. Ensure the timely completion and the submission of RIDDOR reports if required.
- Ensuring safe storage, usage and disposal of medical supplies and drugs, ensuring all expiry dates are adhered to and replaced as required.
- Provision of first aid kits around the school and replacement of supplies. Lists of all staff with First Aid training and updating those courses.
- Organisation of essential emergency medications in the Dining Hall and on sites other than the Medical Room.
- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities.
- Regular meetings with senior pastoral staff (Heads of Sections and the Senior Leadership Team) as part of providing effective pastoral care for all pupils, including attendance at weekly Heads of Section meeting.
- Provision of general advice and training for staff for initial care of pupils with particular medical needs.
- Medical representation on the School Health and Safety Committee.
- Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing Body.

Coordinating immunisation programmes

- Liaising with local health authorities in the organisation of immunisation programmes and agreeing dates for these with the Senior Tutor.
- Arranging and managing communication with parents with regard to consent.
- Maintaining records on electronic register where appropriate.

Providing support to academic staff in pastoral care and counselling

- Working closely with the Designated Safeguarding Leads of Queen's College and Queen's College Prep School (QCPS), as well as with and School Counsellor (part-time), at all times exercising judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children.
- Liaison with the School Counsellor and Pastoral Deputy Head to set up appointments and maintain a record of appointments.

Teaching of pupils and/or staff

- When requested, provision of first aid updates for members of staff, particularly Games staff or those regularly involved in residential trips.
- As appropriate, raising awareness of medical and health issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff, or updating health issues notice boards.
- Teaching aspects of PSHE as part of curriculum, with focus on puberty, healthy living, and sex and relationships education.

Person specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> RSCN, RN-child, or RGN with relevant experience (i.e. A&E, School nursing, Practice nursing) 	<ul style="list-style-type: none"> Background in paediatrics with sound knowledge of diabetes and asthma
Experience	<ul style="list-style-type: none"> Experience in either school nursing experience; A&E experience; paediatric nursing experience, or experience in adolescent health Minimum 3yrs post-registration 	<ul style="list-style-type: none"> Good working knowledge of Child Protection issues. (Training will be provided on appointment if a refresher course is necessary)
Ability / skills	<ul style="list-style-type: none"> Ability to work independently without medical back up on site Computer literate. The medical centre typically uses Word and Excel plus 'Schoolbase'. Medically fit and able to cope with a physically demanding post. The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance. An exemplary attendance record in his/her present and previous employment. Excellent communication and interpersonal skills, especially with children and essential for liaison with parents and all members of staff across the whole School. 	<ul style="list-style-type: none"> Any counselling skills or background in adolescent psychology.
Personal Attributes	<ul style="list-style-type: none"> Confident and calm when dealing with a range of accidents and first aid issues Friendly, sympathetic and supportive personality. Energetic, motivated and enthusiastic 	<ul style="list-style-type: none"> Have current or past DBS

Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent headteacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs or apply directly from the TES online.

The application form, together with other useful information, can be obtained from the Principal's PA, Miss Roisin Archer (rarcher@qcl.org.uk) or can be downloaded from the College website (www.qcl.org.uk).

Completed application forms and covering letters should be sent via email (preferably) to the Principal's PA or by post to the Principal's

PA, Queen's College, 43-49 Harley Street, London W1G 8BT.

Queen's College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

The closing date for applications is midday on Monday 6 August. Interviews will be held on Wednesday 15 August