



School Nurse (maternity cover)

Required for September 2017 (or as soon as possible thereafter)

School Nurse

The advertisement on the Thomas's web site is as follows;

This is a unique opportunity for a kind, calm, professional and well organised NMC registered RGN to join an outstanding, premier league co-educational prep school as its School Nurse. Patience, a sense of humour, and strong management skills are essential along with the flexibility, adaptability and team playing qualities required to positively support a community of 650 girls and boys aged 4-13, their parents, teachers and support staff. This is a maternity cover position.

Applications will be considered upon receipt

Thomas's London Day Schools

Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in two kindergartens, in Battersea and Pimlico.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can be kind to one another

In these preparatory years we offer a broad curriculum covering a wide range of subjects and skills so that by the time they leave us our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment we ensure that each child achieves the best academic results of which each child is capable.

Thomas's Clapham

a. The School and its facilities

The school occupies a site on Broomwood Road between Wandsworth and Clapham Commons. It is housed in a Grade II listed building which was built between 1904 and 1908 as the site for Clapham County Girls' School. Thomas's Clapham opened as a school for boys and girls in 1993 aged 4–13. There are currently 650 pupils on roll. Philip Ward took up post as Headmaster in September 2012. Before that he was the Headmaster of Feltonfleet, in Cobham, for twelve years.

The facilities at Clapham include a superb Drama studio and fully equipped theatre space, and separate Art, Pottery and Design Technology centre, which was newly built in 2001, and an impressive building housing the Reception classes, which was built six years ago. Exciting new outdoor play and learning areas have been created, as well as *Mindfulness Place*, an enchanting garden dedicated to the school's commitment to teaching Mindfulness.

The Masterplan for a significant refurbishment of the existing teaching areas and the provision of a new space for STEAM teaching is well developed. The Year 1 and 2 classrooms were completely refurbished during the summer of 2016. The Year 3, 4 and 5 classrooms will undergo their own transformation during the summer of 2017. The recent and on-going investment in digital learning is significant and exciting.

Demand for places in the school is considerable, with most children arriving into the school in Reception. Around twenty girls and boys join the school in Year 7 from Thomas's Fulham. One class of children leave at 11+ for London day and boarding schools, the majority stay until Year 8, sitting 13+ exams for the London day schools, Common Entrance (93% A*–B in 2016) or Academic Scholarship. 42 academic and Co-curricular Scholarships were won in 2016. Approximately 80% leave for boarding schools at the end of Year 8.

b. The Clapham Way

The approach to teaching and learning (the Clapham Way) is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach. Traditional and didactic teaching methods would feel alien at Thomas's Clapham, and standards and expectations are high. Continuous professional development is a strongly established culture within the school.

Academic standards are very high, but there is a strong and vibrant co-curricular programme with a strong emphasis on breadth. The school was recognised by Ofsted in April 2011 as Outstanding in each category.

c. Inspiring every child, and the future

Inspiring every child, the five year strategic development plan, was launched in September 2013. As well as its focus on development in a number of key areas, *Inspiring every child* promotes a values education based approach to inspiring learning, living and leading in every area of the school community.

One consequence of the strategic plan is that the PHSCE programme was replaced in September 2014 by a new whole school *Inspiring Living* course, focusing on well-being and healthy living. Another is that we are currently carrying out a complete review of our broad curriculum. Research and evidence based enquiry will help us to reshape and balance the curriculum to ensure a relevant C21 teaching and learning experience for every child in the future. We rolled out a revised curriculum in September 2016, characterised by enquiry based learning throughout the school, and the teaching of a character skills woven into every aspect of the curriculum which we call the 8C's. A commitment to teaching Growth Mindset has been very well received.

Job specification – School Nurse (maternity cover)

The successful candidate will be a fully qualified, NMC registered RGN. This position was first created in 2014, and offers an exciting opportunity in order to provide appropriate and additional support to maintain the health and welfare of the school community.

This position is for maternity cover.

a. Accountable

- To the Deputy Head (Community and Welfare)

b. Responsible

- For First Aid and medical care throughout the school, all aspects of medical administration, liaison with and advising relevant colleagues, parents, and external health agencies, assisting in the promotion of health and welfare initiatives, contributing to the school's commitment to high quality and continuous pastoral care, and being one of the school's safeguarding officers.

c. Key areas of responsibility

- Informing and advising the Headmaster of any health related matter or concern.
- Liaising regularly with the Deputy Head (Community and Welfare), and meeting with him on a weekly basis.
- Working closely with the Operations Manager to ensure a smooth office working environment.
- Advising and communicating with staff and parents, collectively and individually, on matters relating to medical advice.
- First aider with responsibility for responding to, managing and treating injuries, illness, and minor ailments suffered by children whilst at school.
- Leading the first aiders on the staff; leading the training and refresher training of first aiders on the staff; and training Year 8 pupils in basic first aid during their Leavers programme.
- Organising health related INSET for the staff in liaison with the Assistant Head (Welfare and Community).
- Being able and willing to administer medicines.
- Liaising with outside agencies where appropriate.
- Being aware of the procedure to be followed for notifiable diseases.
- Ordering first aid supplies, maintaining all first aid equipment throughout the school, and ensuring that all off site school groups are properly equipped with first aid kits and equipment.
- Developing and equipping the school sick room area, and maintaining the highest standards of cleanliness and presentation.
- Creating and maintaining confidential pupil records, dietary records, and register of requirements, and advising staff of pupils with chronic medical conditions.
- Providing counselling for staff or children as and when necessary, in liaison with the Deputy Head (Community and Welfare).
- Accompanying pupils to hospital as required (eg by ambulance).

- To make a significant contribution to developing the practice and culture of Inspiring Learning, Living and Leading at every level of the school, and actively taking part in teaching and supporting aspects of the ***Inspiring Living*** course, especially SRE.
- Training as a Child Protection Officer and being part of the School's qualified Safeguarding team.
- Liaising with the SENCo and relevant agencies about children with disabilities.
- Being available for parent teacher meetings.
- Leading the first aid provision for school events, sports days and as required weekday matches on and off site, and some Saturday tournaments on site.
- Managing the Health Care budget and liaising with Ringwood on related budgetary matters.
- Being part of the Inspiring Living, Safeguarding, Critical Incident, and Health and Safety Committees.
- Supporting the Office team and undertaking administrative tasks in and around the Office as workloads and circumstances allow, in consultation with the Operations Manager.
- Play a full and active part in the life of the school

d. Person specification

- An outstanding and fully qualified Nurse, eager and enthusiastic about the opportunity to join us as our School Nurse.
- An imaginative and creative professional, resilient, a self-starter, and able to adapt to working in a busy and demanding school environment.
- An exceptional and committed professional who will inspire high levels of confidence in colleagues, pupils and parents.
- A proven team player willing to go the extra mile.

We would be delighted to welcome applications from colleagues with experience in sectors other than education. However, understanding our high expectations, positivity, a commitment to working hard, and clear evidence that you are going to get fully involved in the life of this excellent school is paramount. You need not have worked in a prep school

before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education. You need to be in full sympathy with all that we are about.

e. Hours

Monday to Friday, 8.30am to 4.30pm, with an hour for lunch, term time only. The School Nurse will be required to provide first aid support at the times detailed above and occasionally outside the normal working day, and on some Saturday mornings. Lunch is provided free of charge for all staff.

f. Holidays

This is a term time only position. However, all staff are required to be at school for the staff INSET days at the beginning of every term, and the School Nurse will support the administrative staff for the first day of every holiday period.

Salary and support

A competitive salary and conditions are offered depending on experience.

This post offers a very exciting opportunity to work in one of the outstanding prep schools in the country.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

A brief letter of application, curriculum vitae and a completed and signed application form, should be addressed to the Headmaster, Philip Ward, as soon as possible.

Details of the post and application forms are available from the Personnel Department on 01425 481511 or email personnel@thomas-s.co.uk.

Applications will be considered upon receipt

The successful applicant will take up post on 1st September 2017 or as soon as possible thereafter.

PC Ward
March 2017

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's 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, he/she must report any concerns to the school's Safeguarding Officer or Deputy.