



**Head Sister**

**Information for Applicants**



## **Introduction**

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 8 to 13; there are currently around 235 boys on the roll and the school is generally over-subscribed. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a close, busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and taking full advantage of life at Summer Fields, with its many possibilities and opportunities.

Summer Fields celebrated its 150<sup>th</sup> birthday throughout 2014 and, as well as hosting many events to celebrate this anniversary, a major redevelopment of parts of the school is now under way. In particular, a spectacular new £3m building was opened in January 2016, providing new sport changing and other facilities and a stunning large space on the first floor, with views out over the playing fields. The school is thriving on all levels and we are entering an exciting new phase in our history.

## **Academic Record**

Academic standards and outcomes are high. The principal entry point to the school is in Year 4, although a few boys join in Years 5 and 6 depending on places being available; admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top Public Schools in the country.

## **Boarding**

The boarding structure is horizontal, according to age, in six Lodges (Houses), where the boys are looked after by a husband-and-wife team. Every boy has a personal Tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In addition, a boy can seek help from Lodgeparents, Form Masters and Mistresses, Sister, and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually added to. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

## **Working at Summer Fields**

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are around 140 full-time and part-time staff with approximately 50 staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities. We are also situated in the heart of Summertown within easy walking distance of shops, restaurants and leisure facilities. It is possible that accommodation will be available for the successful applicant. However, it is not essential and applications are warmly welcomed too from candidates who live in or close to Oxford.

## **Hobson's Medical Centre**

The school Medical Centre, known as Hobson's, is located at the centre of the school and provides a 24-hour nursing service for both pupils and staff. There is a bright and cheerful clinic room, a private consultation room as well as a cosy in-patient area for pupils who require admission. The team work hard to create a feeling of a happy "home from home" environment where pupils feel safe and comfortable when they are injured or ill. There is a stable team of highly experienced nurses who cover both day and night shifts. The nursing team is assisted by a Gap Student Matron who has a key role in caring for inpatients and also accompanying pupil to appointments.

Medical cover is provided by two GPs from a local Health Centre and two clinics are run in the school each week for boarders who require medical assessment or review. The school is located close to excellent dental and physiotherapy services and a children's hospital with X-ray and A&E facilities is also in close proximity. The Medical Centre team work closely with pastoral and safeguarding staff and also an external Counsellor who visits weekly. The Medical Centre is a valued service within the school and a happy and supportive environment in which to work.

## **Hours of Work**

The post involves a combination of weekday and weekend am and pm shifts working a six day week during full weeks of the term. The weekly hours during Leave Out weeks will vary depending on leave dates each term. Occasionally on-call night shifts may also need to be covered. This is a full-time, term-time only position plus, additional days at the end of term and prior to the start of term.

## **Remuneration and Benefits**

A competitive salary will be offered commensurate with experience and qualifications and pro-rata to NHS Bands 6-7. Other benefits include automatic enrolment in the school's contributory Group Personal Pension Scheme. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary and access to an Employee Assistance Programme. The school also operates a private healthcare scheme, a childcare voucher scheme and ample free parking.

## **Pre-Employment Checks**

Applicants are required to provide a full chronological history of employment with explanations for any gaps in employment. An offer of employment will be conditional on the receipt of satisfactory written references and a satisfactory Enhanced Disclosure issued by the DBS. In addition we require a medical declaration, documentary evidence of your stated qualifications and of your right to work in the UK.

## **Application Procedure**

Please apply by providing the following:

- A fully completed application form, with full details of your employment history.
- A letter of application addressed to Mr David Faber, Headmaster.

Applications should either be:

- emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com), or
- posted to Summer Fields, Mayfield Road, Oxford, OX2 7EN

## **JOB DESCRIPTION**

**Job Title:** Head Sister  
**Reporting to:** The Headmaster  
**Responsible for:** Nurses, Hobson's Gapper Matron

### **Purpose of the Job:**

- To be responsible for the smooth and efficient management of Hobson's, ensuring effective systems and processes are in place.
- Managing the provision, development and implementation of the school's health service for pupils.
- Managing the nursing team and other staff working in Hobson's.

### **Main Duties**

In addition to the job description for Sisters, the Head Sister is expected to:

- Ensure health care plans for pupils with on-going health issues are undertaken prior to the start of term and updated as necessary. Include clear guidelines of action for use in an emergency both on and off-site.
- Ensure pupils with on-going conditions are reviewed regularly with GP if appropriate and co-ordinate annual flu vaccines.
- Organise and participate in the twice weekly Hobson's GP surgeries; undertaking treatments or procedures as requested by the GP; taking feedback from the GP; providing information to parents; inputting information on the pupil's individual school health record.
- Respond to concerns or complaints about issues in Hobson's raised by parents, staff or pupils; ensuring that pupil well-being is central to any decision-making or resulting action.
- Review the health information for new pupils prior to admission to the school and organise medicals for the new pupils on starting at the school.
- Review the vaccination history of new pupils prior to admission and liaise with the parents and the GP surgery if the childhood immunisations are incomplete.
- Maintain adequate general stock levels in the surgery and in Lodges, re-ordering as required.
- Ensure that the expiry dates of all medicines are checked regularly.
- Ensure that any medications given to pupils are recorded accurately.
- Manage medicines within the school in line with the Medicines Management Policy, identifying training needs and competence of Hobson's staff and other staff as necessary e.g. those taking school trips.
- Develop, update and maintain Policies and Procedures relating to Hobson's in accordance with recent legislation and required standards, in liaison with the Head of Boarding.
- Submit an annual budget and manage it efficiently once it has been agreed by the Headmaster, Operations Director and Governors.
- Maintain accurate records of recoverable items and carry out termly stock takes of these items.
- Organise and facilitate or provide information/training sessions for school staff as appropriate on health related subjects e.g. asthma, allergic reactions, EpiPen and inhaler use and basic wound care.

## **Staff Management**

- Liaise with the HR Manager to co-ordinate and manage recruitment and selection for the department.
- Plan, carry out and record induction training for new staff in Hobson's.
- Produce the departmental rota ensuring an appropriate and efficient level of nursing cover is provided at all times in Hobson's.
- Record the hours worked by staff in Hobson's and provide the HR Manager with an accurate record of those hours on a weekly basis.
- To plan, carry out and record the appraisals and clinical supervision of the Hobson's team setting targets as appropriate.
- Ensure the mandatory and core clinical training requirements of the Hobson's team are identified, facilitated and recorded.
- Ensure that members of the department are active in their own personal and continuous personal development.
- Organise the annual staff flu vaccine campaign in close liaison with the GP surgery / local pharmacy.

## **Communication**

- Work closely with other members of the Hobson's team to ensure seamless and continuous care.
- Liaise with parents about any specific health needs of children and pass on relevant information and advice to relevant staff.
- Work in close liaison with School Counsellor, co-ordinating pupil appointments and liaising with the Headmaster, Designated Lead for Safeguarding, parents and other key staff as appropriate.
- Liaise regularly with Lodge Parents, Senior Matron, Headmaster, Head of Boarding and Domestic Bursar on the care and well-being of the pupils.
- Provide support for Lodge Parents on the welfare of the boys.
- Hold termly departmental meetings and record minutes and action points.
- Liaise with parents regarding travel vaccines and refer pupils to the GP surgery for vaccines prior to foreign travel.
- Liaise with the School Counsellor regarding pupils' mental health, co-ordinating referrals and appointments.
- Liaise with Health Centres at future schools regarding pupils with ongoing conditions and medical/ vaccination history.
- To maintain good working relationship with Local Health Authority and other medical personnel, e.g. GP surgery, dentists, physiotherapists, School Counsellor.

## **First Aid**

- Co-ordinate the provision of First Aid care for the whole school community and for visitors.
- Arrange First Aid cover for school events, matches and at other designated times.
- Oversee the maintenance of First Aid boxes around the school ensuring that they are fully stocked at the beginning of term and as required.
- Ensure that staff are trained in the use of EpiPens and inhalers in the event of an emergency.

## **Trips**

- Liaise with teaching staff regarding school trips and provide medical information, care plans and risk assessments on the relevant conditions of pupils and supply travel First Aid kits and medication.

## **Health and Safety**

- Write and up-date policies as required by Health & Safety Committee relating to health, medical care, first aid and pupil well-being.
- Prepare and present termly accident and activity reports for the Health & Safety Committee, highlighting trends for discussion and action.
- Be familiar and comply with the school's Health and Safety Policy and to be aware of emergency procedures, First Aid provision and accident reporting.
- Understand the typical health, hygiene, safety and security risks that exist, or may exist, in the department. Know how to assess the risks associated with these hazards and how to minimise risks associated with hazards.
- Carry out Health and Safety induction training for all members of the department.
- Liaise with the Health and Safety Co-ordinator on all relevant issues.
- Ensure that all accidents are reported and that any concerns are raised at an appropriate level.
- Assume responsibility for monitoring and preparing accident reports for the school.
- RIDDOR reporting when required.
- Complete Risk Assessments for the Department annually or more frequently in the event of changes to equipment or procedures.
- Ensure there is a Risk Assessment for each pupil with medical, severe dietary or behavioural issues.
- Ensure all Hobson's staff adhere to procedures for infection control and notification of infectious diseases.

## **Safeguarding**

- To share the responsibility with all staff for safeguarding and promoting the welfare of children and adhere to, and comply with, the School's Safeguarding Policy.
- Report any safeguarding concerns in accordance with the School's Safeguarding Policy.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended as an exhaustive list. Other tasks may be allocated as necessary to meet the changing needs of the school and new duties introduced after consultation with the post holder.



## PERSON SPECIFICATION

**Job Title:** Head Sister

**Reporting to:** Headmaster

	ESSENTIAL	DESIRABLE
<b>Qualifications / Attainments</b>	Registered Nurse First Aid at Work Certificate L3 Evidence of professional updating.	Paediatric Nurse qualification Qualification in school nursing, management, teaching Mentoring and / or supervision training Qualification or training in emotional health.
<b>Relevant Experience</b>	Experience of managing a small team.	Previous experience of school nursing/community nursing. Previous experience of working with children.
<b>Knowledge</b>	Knowledge of Safeguarding issues Knowledge of the recent reforms/changes in healthcare and education Knowledge of NMC Code of conduct Awareness of healthy lifestyle issues relating to children and childhood development.	Knowledge of children's health issues and issues that impact on health. Knowledge of health education priorities in school age children.
<b>Skills and Abilities</b>	Empathy and understanding of the emotional needs of children Assertiveness in promoting and advocating the health and well-being needs of pupils. Ability to communicate both verbally and in writing in an effective way Excellent organisational and leadership skills Ability to prioritise and manage changing workloads and situations Understanding of departmental budget management. Good IT skills.	Counselling skills Teaching skills A broad range of clinical skills and competence.
<b>Motivation</b>	Committed to continuous self-development Willingness to attend appropriate professional development opportunities.	
<b>Physical</b>	Stamina and a good level of health and fitness. Ability to provide pitch side first aid for matches.	
<b>Personal Circumstances</b>	Ability to work weekday, evening and weekend shifts. Flexibility and a willingness to cover extra shifts, if required, whilst maintaining a healthy work/life balance.	



## **APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES**

Summer Fields is committed to safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

### **Application**

- Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. However, they may be sent in addition to the application form.
- You are required to provide your complete employment history from leaving education to the present, ensuring that there are no gaps. Any gaps in your employment record will be verified during interview and employment dates will be verified with your referees.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any unprotected spent convictions, cautions, reprimands and final warnings, must be declared.
- All successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction.
- The school will carry out a Barred List check to ensure that applicants are not unsuitable for working with children. The school is also required to check that anyone appointed to carry out teaching work is not subject to a Prohibition Order issued by the Secretary of State.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. We do not accept open references, references from relatives or from someone known to you solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- The provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education.



## **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following criteria:

- receipt of at least two satisfactory references (if these have not already been received), which have been personally verified;
- verification of original identity documents and right to work in the UK;
- verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body;
- a satisfactory DBS Enhanced Disclosure, a check of the Children's Barred List and whether anyone appointed to a teaching post is not subject to a Prohibition Order;
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance;
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.

## **Warning**

Where a candidate is:

- found to be on DfE's Barred List or Prohibition Order, or the DBS disclosure shows s/he has been disqualified from working with children by a court, or,
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the police and/or the local Safeguarding Children Board.