



Job Title: Registered Nurse

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School. The School has a turnover in excess of £30m and a staff of 700.

The Health Centre provides medical care and health services to boarders and day pupils across the School and a limited service to staff and visiting pupils; it is integral to the health and wellbeing of pupils. The School Doctors operate GP surgeries for the boarders (under the NHS) at the School Health Centre. Registered Nurses provide a range of health services, including nurse-led clinics, sports day emergency treatment, overnight provision and advice on health related matters. They work closely with the rest of pastoral team to ensure the medical wellbeing of our pupils. Other services at the Health Centre include a Nurse Practitioner, School Wellbeing Service and a visiting Physiotherapist. The Health Centre offers a 24/7 service to pupils during term time. The Head of Medical Services and Registered Nurses provide a presence in the Health Centre at all times; sleeping facilities are provided but staff are expected to provide waking cover when there are in-patients.

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| Department: | Health Centre |
| Department/Team: | Health Centre |
| Responsible to: | Head of Medical Services |
| Responsible for (staff): | None |

The Health Centre

The Health Centre provides a high standard of evidence based health care and wellbeing support for our pupils. The School Nursing Team provides clinically effective, high-quality nursing care to pupils and first aid care to Staff when appropriate. School nurses provide a

holistic approach to the care of pupils which includes management of long term conditions, health promotion, illness and injury triage/assessment and treatment. The Health Centre also provides an immunisation service to pupils including travel and some routine scheduled immunisations.

Role Profile

The School Nurses under the guidance of the Head of Medical Services are expected to promote and provide a clinically effective, age appropriate and high-quality service to pupils.

NURSING:

To provide a high quality service underpinned by the NMC Standards, to pupils and in certain circumstances to staff and visitors to the school. This will include:

- To work in a safe and professional manner at all times ensuring robust procedures for best practice are in place in line with the NMC Code.
- Act as the daily “Nurse in Charge” on a rota basis
- Triage/ assessment and treatment of pupils attending the Health Centre
- Undertake new pupil medicals, referring to other agencies if necessary i.e. School Doctor, Opticians, Dentist etc.
- Ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff and GP as necessary
- To participate in baseline concussion screening and manage the care of concussed pupils
- Provide first aid and emergency care and treatment as necessary – this includes maintaining stock of all school first aid kits
- Provide an expert resource for pastoral staff to ensure the health needs of pupils are met safely and effectively.
- Assess, plan, implement and evaluate in-patient care of pupils admitted to the Health Centre
- Deliver training for non-medical staff to support pupils with long term medical conditions i.e. Asthma, Diabetes, Epilepsy and Anaphylaxis
- Provide a confidential health advice service to pupils, signposting to outside services if necessary.
- Operate procedures for control of infectious diseases
- Follow the procedures for the safe disposal of clinical waste
- Be aware of and maintain the recommended safe, storage, usage and disposal of medical supplies and drugs within the health centre and boarding houses
- Maintain stock, hygiene and tidiness of the Health Centre
- Adhere to the school’s Safeguarding Children policies and liaise with the CPWG officers/committee when necessary.
- Provide health advice for trips including identifying, administering and recording travel, (including updating routine scheduled) vaccinations as necessary.
- To support the Head of Medical Services with a range of medical and administrative duties

HEALTH EDUCATION:

- To promote health education throughout the school population
- Undertake a “House Nurse” role by facilitating educational, interactive Health Education within the given boarding houses, building and maintaining relationships with the pupils and House Staff.
- Ensure the provision of and access to a range of health promotion materials for pupils
- Keep up to date with current health promotion initiatives

PROFESSIONAL AND ADMINISTRATIVE:

- Maintain nursing and medical records, both written and electronic, accurately and contemporaneously ensuring confidentiality is maintained
- Uphold the provisions under GDPR and the Data Protection Act 2018, and in line with school policies
- Maintain general office procedures.
- Ensure mandatory training requirements are met
- Adherence to the NMC Standards and Code of Practice
- Adherence to the National Minimum Boarding Standards for medical provision
- Keeping up to date with practice and professional development to ensure the requirements of the NMC revalidation process are met.

HEALTH AND SAFETY:

- Have involvement and awareness of health and safety issues within school affecting pupils, staff or the environment.
- Report and record accidents/incidents
- Ensure that a safe and secure environment exists for pupils and staff and meet the requirements under the Health and Safety at Work Act 1974 and C.O.S.H.H

LIAISON:

- Work closely with Head of Medical Services, Doctors, School Nursing Team and House Staff to ensure seamless and continuous care, and with parents, academic staff and other departments as necessary
- Local School Nursing Teams and other members of the primary health care team
- Local GP surgery and pharmacies as appropriate

To carry out any other duties commensurate with the post as may be reasonably required by the Head of Medical Services

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| <p>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.</p> |
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Note:

Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**
- **As a result of agreed performance appraisal needs and objectives, or**
- **Within 6 months of appointment**

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

| ESSENTIAL ATTRIBUTES | DESIRABLE ATTRIBUTES |
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| QUALIFICATIONS | |
| <ul style="list-style-type: none"> ▪ Relevant Nursing Degree/ Higher Diploma ▪ Valid NMC registration PIN ▪ Evidence of continuing education within the nursing sector | <ul style="list-style-type: none"> • Specialist Community Public Health Nursing – School Nursing • Non- Medical Prescriber |
| SPECIALIST SKILLS & EXPERIENCE | |
| <ul style="list-style-type: none"> ▪ Qualified with a minimum nursing experience of five years ▪ Experience of working with young people ▪ Evidence of continuing professional development ▪ Basic computer skills | <ul style="list-style-type: none"> ▪ Accident and emergency, minor injury/illness or practice nurse experience ▪ Experience of working in a school environment, particularly a boarding school environment ▪ First Aid Qualified ▪ Experience with use of Systm1 ▪ Vaccination, diabetes, asthma and sports injury experience |
| PERSONAL QUALITIES | |
| <ul style="list-style-type: none"> ▪ Approachable manner – good communication skills at all levels i.e. pupils, parents, staff, local medical services ▪ Calm and able to work effectively under pressure independently and as part of a team ▪ Uses own initiative ▪ Flexible approach, particularly towards duty hours and tasks ▪ Well organised, methodical and attention to detail ▪ Willingness to contribute to service development | |

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

EMPLOYMENT INFORMATION

This post is subject to a six month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

Working weeks: 33 working weeks. When adding on your pro-rata entitlement to holidays, you are paid for 36.97 weeks.

Hours of Duty: 160 hours over a four-week rota, plus 15 floating days per annum. Average 40.45 hours per week. All meal breaks are non-working hours and unpaid.

Although this is a Term time position there may be times when the Health Centre is required to provide a service at the end of a term, to provide medical cover for pupils who are still boarding. On these occasions, you will be expected to work, although prior notice will be given.

Please note that a bedroom is provided at the Health Centre for Nursing Staff who are on call during the night.

Salary: £23,254 per annum (Equivalent to AfC Band 6)

Holidays: Holiday entitlement for staff working 52 weeks will be 28 days' paid holiday in each complete holiday year, inclusive of bank and public holidays. This will be pro-rated for staff working less than 52 weeks. The public holiday dates will be published annually and communicated to staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

Closing date: 11th July 2018 / Interview dates to be confirmed

Application forms should be returned to:

Sonia Ashleigh-Cross, HR Recruitment Administrator
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: recruitment@oundleschool.org.uk / Tel: 01832 277196