

EXPLORE OUR WORLD

PART TIME SCHOOL NURSE

Required September 2017

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-5

NOTRE DAME SCHOOL

The School

Set in 25 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18th century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with over 600 children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. This summer, our A Level students have gained the highest percentage of A* - B grades (84%) in over ten years and girls are going on to study at prestigious Russell Group universities in a wide range of disciplines. At GCSE over half the awarded were A and A*. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new Science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. The school has completed its all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, so it is a delight to find a world-class school on the doorstep that has promoted this so strongly and so successfully for over three quarters of a century.



Heritage and ethos

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17th century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking School; we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.



The Department

Notre Dame School has a dedicated Medical Centre, providing medical and first aid services to pupils, staff and visitors to the School.

The Medical Centre is open Monday to Friday from 09.30 until 16.15 during term time and is staffed by a registered nurse and a part time medical assistant who also holds a first-aid qualification.

The Medical Centre provides health advice, literature and helps to facilitate health promotion within the School, researching up-to-date information and accessing resources for staff and pupils.

The nurse teaches aspects of PHSE (Personal Health and Social Education) within the School.

The School Nurse is also on the Health and Safety committee and liaises closely with parents, senior management and House staff to provide continuity of services and care for our pupils.



The Role

Function of the Post

The appointee is directly responsible to the Deputy Heads and will be required to carry out such duties as are designated to him/her and which are deemed necessary for the smooth running of the School. These duties include:

First Aid and Emergency Procedures

- Dealing promptly with incidents/accidents involving pupils and/or staff of the Preparatory School and Senior School
- Liaison with Deputy Heads, staff and parents
- Being readily contactable (by walkie talkie) when not in the Medical Room
- The efficient running of the Medical Centre

Medication

- Dealing with day to day medication as may be necessary
- Directing Teaching/Non-Teaching Staff in the administration of medication when the Nurse is not on duty

Illness

- Dealing appropriately with all illness amongst pupils and/or staff
- Liaison with Year Heads, staff and parents

Accidents in School/Out of School

- Informing staff of the appropriate procedures
- Ensure *accident reports are completed* re accidents / illness / incidents that occur whilst pupils are their responsibility (on or off site).
- Compile data *and follow up on* accident reports, store confidential accident reports appropriately.

Medical Supplies

- Ordering medical supplies
- Safe and correct storage of all medical supplies
- Restocking the first aid boxes around the School twice a term, or more frequently as necessary
- Provide relevant health information and first aid supplies for school trips. Appropriate forms to be filed and stored.

Health Education

- Agreeing with the Deputy Heads appropriate INSET for the Nurse herself and for relevant staff, including first-aiders
- Informal education for teaching and non-teaching staff and pupils as requested
- Providing input on First Aid and health-related issues through the PSHE programme and activities in the Senior School
- Preparing documents and information with regard to preventive health education, e.g. sensible eating programmes for senior students. Sharing of same with Year Heads/Head of Pastoral Care or direct INSET to girls themselves.

Medical Health and Health Promotion

- Deal with and/or provide advice regarding medical issues arising and perform examinations for whole form/ year groups as necessary.
- Liaise with staff, parents, doctors and the Health Authority as appropriate.

Medical Records

- Store and maintain a complete set of confidential medical records for each girl in School, and for each staff member who has chosen to supply them.
- Maintain relevant medical information re pupils, held on school data base system.
- Keep all staff informed as appropriate about medical conditions affecting pupils through staff room notice boards and staff briefings, and provide staff with the necessary training to deal with such conditions
- Maintain records of First Aid qualifications among the staff
- Provide relevant health information for school trips.

Health and Safety Committee

- Serve as a member of the Health and Safety Committee and attend meetings
- Liaise with the Committee on the reporting of accidents to comply with RIDDOR
- Provide the Committee with data for analysis from the Accident Log

Child Protection

- Liaise with School Child Protection Liaison Officers to discuss / monitor cases with cause for concern.

Medical Centre

- Maintenance and security of the Medical Centre

Line Management

- Supporting, directing the medical room assistant, and ensuring his/her personal/professional development

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OTHER

Health and Safety

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

- 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.

The Person

Knowledge/qualifications:

- Ideally, an experienced and qualified nurse
- Registered General Nurse (RGN)
- Paediatric First Aid qualifications

- **Management/liaison:** experience in liaising and advising staff.

- **Communication:** clear, concise, timely and appropriate oral, computerised and written communication.

- **Calm and level-headed:** ability to cope in a crisis and under pressure. You will have the ability to listen well and understand others' needs and perspectives.

- **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate ongoing training/updating.

- **Teamwork:** flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.

- **Organisation:** systematic; efficient; meets agreed priorities.

- **Response to change:** investigative; adaptable; pragmatic; prepared.

- **Technical skill:** good basic keyboard skills and use of databases (training will be provided).

- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.



Benefits of Service

Terms of Employment:

Hours of Work: Monday to Friday, 5 hours a day 09:30 to 14:30

30 minutes paid lunch (on call for the duration of lunch)

Term time (35 weeks) + 3 weeks out of term + 5.6 weeks pro rata holiday

Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged
- There is ample opportunity to take on additional responsibility
- Non-contributory Life Assurance Scheme
- Contributory Pension Scheme

Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch (term time only) and refreshments are available throughout the working day



Selection Process

Please complete an application form and an accompanying letter outlining your suitability for the post; you may wish to include a brief CV.

Closing Date: **9am on Monday 21st August 2017**

All applicants will receive an email to confirm receipt of the application form. If you have not been contacted by 31st August 2017, your application has not been successful.

Shortlisted candidates will be interviewed by senior members of the School, complete a Maths task, take a tour of the school and lead and participate in an activity with the junior children.

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.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.





Applications to:

Human Resources Department
Notre Dame School
Burwood House
Convent Lane
Cobham
Surrey
KT11 1HA

Email: HR@notredame.co.uk

Any questions, please contact HR on 01932 589092.