**Post: Head of Health and Wellbeing Centre**

Reporting to: Deputy Head (Pastoral) and the Headmaster

Prior Park Schools

Prior Park College is an independent day and boarding school for 600 girls and boys aged between 11 and 18.  The school occupies an imposing 50 acre site on Ralph Allen Drive in Bath, combining beautiful Grade 1 listed buildings with more modern, purpose-built facilities.  Prior Park College is one of the group of Prior Park Schools which includes our junior school, The Paragon, on a 7.5 acre site in Lyncombe Vale, Bath, and our sister school, Prior Park Gibraltar, opened in September 2016.  More information can be found at www.thepriorfoundation.com.

The Health and Wellbeing Centre

From September 2018 we are looking to launch a new Health and Wellbeing Centre which will provide a combined medical, wellbeing and counselling service to all our pupils, staff and others within our community. The Health and Wellness Centre, which will be located at the centre of the school, will include a consulting/treatment room, inpatient rooms, counselling room, relaxation area and Nurses’ quarters (for overnight cover). There are 150 boarders (90 boys and 60 girls) and 450 day students at Prior Park College.

The Role

The Head of Health and Wellbeing Centre will be a live-out position and they will play a key role in the development, provision and promotion of the Health and Wellbeing Centre from its early stages. The post holder will provide all-encompassing, high-quality and effective medical care during school term time. The Head of Health and Wellbeing Centre will provide day cover alongside other qualified nurses. They will be responsible for arranging a rota of day and overnight cover during term time. A willingness to work at weekends is essential.

The Head of Health and Wellbeing Centre will supervise the medical room and care for unwell, injured or distressed individuals and also work with teachers to identify pupils with any developmental concerns. He or she will also work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with more complex health needs and specific medical requirements.

Some of the duties in this post involve:

* Overall responsibility for safe and efficient running of the Health and Wellbeing Centre;
* Promotion and development of the Centre;
* Providing a high quality of care of injuries, illness and welfare issues for boarders, day pupils, staff and others;
* Close liaison with the counsellors, Designated Safeguarding Lead and others;
* Acting as Nurse Adviser to the Paragon School, ensuring that medical supplies and First Aid boxes are fully stocked, arrange epipen training for staff at the Paragon School;
* A willingness to contribute to the PSHCE programme for all year groups
* Line management responsibility for other nursing staff;
* Providing cover for other nursing staff, including overnight (with due regard to the Working Time Regulations);
* Maintaining pupils’ medical records and ensuring that they are accurate;
* Arranging the chaperoning of pupils during visits to the school doctor, surgery, A&E, RUH, physio, dentist, etc;
* Compliance with medication, infection control;
* Responsibility for the control of medicines, their safe storage and administration;
* Arranging vaccination updates, asthma checks, etc.;
* Maintaining medical reports, obtaining parental consents, NHS registrations;
* Administration of school records, procedures and medical examinations;
* Reporting of accidents and blood spillage;
* Stock control;
* Writing and updating care and welfare plans for pupils with special medical needs and concerns;
* Write and update protocols and policies;
* Ensuring that the standards required by the Independent Schools Inspectorate are maintained and updated as necessary;
* Compliance with and reporting on the medical aspects of Health and Safety;
* Assisting with new staff induction, epipen training, blood spillage training, etc;
* Responsibility for the Health and Wellness Centre budget;
* Responsibility for own continuing professional education and staying up to date with the most recent developments in the profession;
* Commitment to the highest standards of Safeguarding and Child Protection.

Please note that this list is not exhaustive and other additional, reasonable tasks falling within the capabilities of the post holder may be required, depending on the needs of the School.

Personal and Professional Specification

The ideal candidate will display the following attributes:

* Professional knowledge acquired ideally through degree/diploma supplemented by specialist nursing experience;
* Qualified RGN, registration with the NMC and current Personal Identification Number (PIN);
* Membership of the Royal College of Nursing or another nursing union or organisation;
* An up to date First Aid certificate;
* Experience in other areas of nursing would be helpful, for instance :

 Accident and emergency

 Practice Nurse

 School Nurse

Adolescent Health

Paediatric Nurse

* Excellent communication skills;
* Ability to work under pressure to a high degree of professionalism and confidentiality;
* Ability to work alone or in a team with the full time School Nurse;
* Have a good understanding of adolescents;
* Ability to set and maintain standards;
* A background in, or knowledge of boarding school education would be an advantage;
* Ability to deal with parents both in this country and overseas.

Salary and Benefits

The Head of Health and Wellbeing Centre will be awarded a competitive salary. He or she will be eligible to become a member of the Teachers Pension Scheme and the support staff pension scheme. Our employees can use school facilities such as the gym within our purpose-built Sports Centre, swimming pool, tennis courts, etc. Staff can access school dining facilities during term time. Free car park is available.

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1998 and staff must not at any time use the personal data held by the school or disclose such data to a third person.