



BARNARD CASTLE SCHOOL

School Nurse

Part Time – Term Time Only

Required for September 2018



INFORMATION FOR APPLICANTS

The history of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the school's tenth Headmaster, was appointed in September 2017 as "Barney" embarks on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what Barnard Castle School - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'

The school has a genuine warmth amongst its 675 pupils and 180 staff, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit on a table at lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them a couple of times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a prepared mind for life beyond school. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings,

including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new science lab and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

The Medical Centre

The Medical Centre is situated within the Junior Boarding House, Old Courts. In a central location between Senior and Prep school and adjacent to the playing fields where sports fixtures take place. The Centre has consulting and treatment rooms as well as the facility for sick children to 'bed down' under supervision when required. The Centre operates from 08.00 – 17.30, Monday to Saturday. The School Medical Officer attends each weekday morning to provide a GP surgery for the boarding community.

The Position

Barnard Castle School is seeking to appoint an experienced School Nurse to work in the School Medical Centre.

Job Description

Position: School Nurse

Effective date: 1st September 2018

Department: Support – Nursing & Matrons

Reporting To: School Medical Officer and Deputy Head Pastoral

Responsible To: Bursar

Purpose:

The School Nurse has responsibility for the health and welfare of all pupils, with particular emphasis on the Schools vibrant boarding community. The Medical Centre is integral to the School community and the School Nurse is expected to pro-actively manage effective health promotion within the community by communicating with pupils, pastoral and academic staff.

Specific Duties:

Medical Centre Administration

- Co-ordinating the operations of the Medical Centre
- Attending/assisting during daily GP surgeries
- Registering all new boarders with the local surgery
- Ensuring all new boarders have medicals at the earliest opportunity (within their first half term at the latest)
- Communicating with parents and house parents as necessary
- Comprehensive note taking/report writing in relation to incidents/accidents to be reported to the Bursar, Headmaster and the Health and Safety Executive.
- To maintain patient confidentiality at all times applying latest NMC guidance.
- Ensuring the security and delivery of controlled medicines.
- Maintaining stocks of 'over the counter' and prescribed medicines as directed by the School Medical Officer
- Supervision of medicines within the boarding house locations.

Clinical and First Aid

- Attending to pupils who take ill during the School day
- Co-ordinating the supervision and care of boarders who 'bed down'
- Maintaining communication with relevant external agencies as required; GP, Health Visitors, CAMHS, etc.

- Availability to provide out of hours ‘over the phone’ advice and in extremely rare circumstances provide 24-hour cover in the medical centre.
- Providing First Aid during ‘Home’ sports fixtures.

Training & Compliance

- Ensuring relevant training is provided to welfare staff in respect of the giving and storing of medicines
- Preparing and reviewing medical centre policies, ensuring compliant with regulatory requirements.
- Maintaining first aid equipment throughout the estate.
- Ensuring that all School ‘First Aider’ staff are competent and have undertaken training and that qualifications are valid.
- Attendance at and reporting to the Health and Safety Committee when required.

Pastoral

- Supporting the role of the School Counsellor
- Pro-active role within the safeguarding team

This job description reflects the present requirements of the post, and as duties and responsibilities, change and develop, the job description will be reviewed and subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable
Knowledge including qualifications –	Registered Nurse (RGN) with valid NMC PIN Full current UK driving licence and use of a car	School Nursing Qualification. Clinical track record with ideally 6 months spent in A&E or as a Practice Nurse First Aid at Work/First Aid Instructor Certificate Sports First Aid Certificate
Skills	Excellent communication and interpersonal skills	

Previous Experience		<p>Experience in paediatrics or working with children or a Specialist Practitioner.</p> <p>Experience of sports injury care and treatment</p> <p>Experienced in an educational/institutional environment</p>
Personal Qualities	<p>A flexible approach to working hours</p> <p>Clear empathy and understanding of boys' and girls' development and needs</p>	

Management Support

The School Nurse will be appraised by the School Medical Officer from a clinical perspective and the Deputy Head Pastoral and the Bursar, but routine communication will be on-going.

Minimum Training

The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken: -

- Health and safety training
- Fire safety awareness
- Child protection and safeguarding training

Appointment Terms, Conditions and Benefits

Type: Permanent contract from 1st September 2018
Part time (Term time only).

Working Hours: 28 - 30 hours per week, and alternate term time Saturdays (approximately 13 Saturdays per year)

Salary: based on qualifications and experience, within a range of £24,000 - £26,000 (Pro-rated for term time only)

Applications

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Please note that applications will be considered as they arrive.

Applicants may telephone to discuss matters relating to the advertised post with the Bursar.

Applications should be sent to:

Mrs. Suzanne Metcalf
Bursar
Barnard Castle School
Barnard Castle
Co Durham
DL12 8UN

Phone: 01833 696081
Fax: 01833 696062
E-mail: hr@barneyschool.org.uk

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

