



SHERBORNE

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705.

There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

The School has its own Health Centre, which is staffed around the clock by a team of qualified nurses. The School Doctors visit for regular surgeries and are available for emergencies. The Health Centre has 12 beds allowing for sick pupils to be accommodated in comfortable surroundings 24 hours a day by professional staff away from their boarding houses for short periods of time.

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title:	Role 1:	Health Centre Nurse, Part-Time
	Role 2:	Health Centre Nurse, Full-Time
Location:	The Health Centre, Sherborne School	
Reporting to:	Nurse Manager	
Hours of Work:	Role 1:	The postholder will be required to work 3 shifts per week over a 7-day period, to be a combination of Early, Late and Night Shifts dependent on service requirement.
	Role 2:	The postholder will be required to work 5 shifts per week over a 7-day period, to be a combination of Early, Late and Night Shifts dependent on service requirement.
Shift timings are set out below:		
Early 07:30am to 14:45pm		
Late 14:15pm to 21:30pm		
Night 21:15pm to 07:45am		
Flexibility in working patterns is likely to be required on occasion in order to meet the demands of the post.		

Salary:	<p>Role 1: Salary will be based on a pro-rata whole time equivalent £31,327.66 to £41,750.12 per annum (Actual pro-rata salary for 0.6 term time only £14,794.50 to £19,719.00 per annum). Term Time only salary is equated as 36.4 working weeks, plus entitlement to 5.6 weeks paid holiday entitlement.</p> <p>Role 2: Salary will be based on a pro-rata whole time equivalent £31,327.66 to £41,750.12 per annum (Actual pro-rata salary for term time only £25,298.59 to £33,665.62 per annum). Term Time only salary is equated as 36.4 working weeks, plus entitlement to 5.6 weeks paid holiday entitlement.</p> <p>Salaries will be paid monthly in arrears direct into your nominated bank account. (Please note that any salary reviews and cost of living awards are not connected with the NHS Agenda for Change. Pay progression is subject to performance and appraisal.)</p>
Holidays:	<p>You will be required to work for 36.4 weeks of the year which will be planned annually by the Nurse Manager, to include 33 weeks of Sherborne School Term Time plus an additional working week at the beginning and end of the academic year. The remaining shifts equating to 1.4 weeks will be allocated during peak periods of term time.</p> <p>You will not be required to work for the remaining Sherborne School holiday periods which you are able to take as holiday. Paid holiday entitlement is included as part of the salary. Holiday cannot be taken during Sherborne School Term Time. You may be required to work on Bank Holidays that fall during Sherborne School term time.</p>
Study Leave:	<p>The school will support 35 hours of learning activity relevant to the postholder's nursing practice over a 3-year period. This is in addition to mandatory training requirements. It is anticipated that as far as is practicable this learning takes place out of term time.</p>
Pension:	<p>The postholder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).</p>
Probationary Period:	<p>In accordance with School policy, all appointments are subject to a six-month probationary period.</p>
Medical Self Declaration:	<p>The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.</p>

**DBS Disclosure
(Police Check)/**

References:

As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's
Responsibility:**

You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Main Purpose:

The Nurse will provide a clinically effective, high quality service of nursing care to pupils, and first aid care to all members of the School Community in close collaboration with the School's Medical Officer and other members of the Health Centre team.

The postholder will contribute to the development of Health Services at the School in partnership with the Medical Officer, the nursing team, School staff, pupils, and families under the direction of the Nurse Manager.

The postholder will work as a member of the nursing team, contributing to the development of the team through sharing knowledge and experience and ensuring effective team working through reflection and participation in a mutually supportive environment.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Nurse Manager.

1. Professional

- To adhere to the NMC Code of professional conduct and be conversant with the scope of professional practice and other NMC advisory papers. This includes revalidating with the NMC and satisfying the requirements set out to remain on the NMC register.

- To exercise awareness of professional responsibilities by organising his/her own work to include time to become familiar with current relevant literature and taking opportunities for personal and professional development in line with Post Registration Education and Practice (PREP) and Continuing Professional Development (CPD) standards.
- Contribute to the development, and participate in, clinical audit programmes.
- Actively participate in the appraisal process and be willing to undertake further training as agreed with the Nurse Manager to extend your scope of practice. You will also be required to participate in clinical supervision with the nursing team.
- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils and other Health Centre users.
- Ensure that the code of confidentiality, data protection and information sharing is adhered to.

2. Clinical

The postholder will deliver a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site. This will include:

- Participation in daily (Monday – Saturday) GP surgeries, including advising pupils to attend and referring to the Medical Officers as appropriate.
- Assessment, and provision, of basic care of minor ailments.
- Assessment and first line treatment of minor injuries and appropriate onward referral.
- When appropriately trained, deliver clinical reviews, in accordance with best practice, of all pupils with Chronic Diseases and Long-Term Conditions.
- Provision of nursing care to all pupils admitted to the Health Centre,
- Adhere to all Healthcare policies, procedures and protocols and be pro-active in identifying areas for development.
- Contribute to the appropriate systems organised within the school year to monitor and plan the care of all the pupils' health care needs. This includes carrying out health assessment, immunisation and health promotion programmes.
- When appropriately trained, and assessed, undertake immunisations for pupils within the National Child Health Programme and overseas travel. Participate in the annual Flu clinic for eligible pupils.
- Accurately complete care plans for all pupils requiring them, and in liaison with pupils, parents, and house staff.

- As required support the provision of Wellbeing education to pupils at all levels within the School.
- Offer individualised programmes of care, and support, acknowledging pupil diverse physical, mental, social, cultural, spiritual, and emotional needs.
- Participate, in the process to ensure all First Aid boxes are maintained, and stock replaced as appropriate.
- Provision of first aid, emergency care and treatment as necessary.
- As appropriate undertake health screening programmes in conjunction with the rest of the nursing and medical team.
- To promote a continuous learning environment for all Health Centre Staff.
- Operate procedures for control of infections.
- Follow procedures for the safe storage, usage and disposal of clinical waste, medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Assess, implement and evaluate in-patient care of pupils admitted to the Health Centre within agreed levels of competence and in accordance with agreed protocols.
- Contribute to new pupil medical examinations in line with School policy.

3. Administrative

- Maintain medical records accurately, confidentially and safely in accordance with national guidance.
- Maintain accurate Health Centre information on the school database, including the recording of 'Off Activities'.
- Accurately complete relevant templates, and associated coding.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols.
- Maintain general office procedures.
- To write care plans for students as inpatients, and those with chronic conditions

4. Health and Safety

- To have an awareness of Health & Safety issues, highlight risks and, in line with school policy, report accidents, and near misses.

5. Liaison

Professionally relates to:

Nurse Manager
The School's Principal Medical Officer (PMO)
Practice Partners at PMO's GP surgery
Practice Nurses at GP surgery
Nursing colleagues at the Health Centre
Other health care professionals

Organisationally relates to:

Housemasters & Housemistresses
House Matrons
Teaching Staff
Sports coaches

- Work closely with other members of the Health Centre team to ensure seamless and continuous care, with parents, teaching staff, house staff, support staff and all other departments as necessary.
- Liaise with:
 - School health advisers and other members of the primary health care team.
 - The School Child Protection Officers (Designated Safeguarding Leads) and Social Care and Health where appropriate.
 - Medical Officers, Health Centre staff and pharmacy (as appropriate).
 - Appointments and admission staff for Consultants, Allied Health Professionals, orthodontics, dentist and opticians.

The Health Centre Nurse:

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Nurse (Adult) or Registered Nurse (Child) Evidence of professional updating Willingness to undertake further formal training as required NMC Registration (current) 	<ul style="list-style-type: none"> Specialist Practitioner Qualification or School Nurse Certificate or Equivalent experience Post – Registration training <ul style="list-style-type: none"> Asthma Health Promotion Family Planning/Sexual Health Mental Health Immunisations Audit ENB 998 or equivalent Intermediate Life Support qualification
Experience	<ul style="list-style-type: none"> Minimum of 2 years post registration experience 	<ul style="list-style-type: none"> Experience in <ul style="list-style-type: none"> School Nursing Minor Injuries / A&E Practice Nursing Working with Sports Injury Travel Health or Immunisations
Skills	<ul style="list-style-type: none"> Positive attitude to management of change Commitment to the development of excellent services, which focus on the delivery of high-quality health care Excellent interpersonal skills, particularly the ability to relate to young people, parents, and colleagues Excellent oral and written communication Good IT Skills Excellent organisational skills 	<ul style="list-style-type: none"> Teaching to wide variety of groups
Personal competencies and qualities	<ul style="list-style-type: none"> Able to work flexibly, A commitment to excellence A dedication to professional nurse development Works well both independently and as a team. 	

Training Requirement for the Health Centre Nurse – this list is not exhaustive, and the postholder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Marshal Training	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required
Roles, Responsibilities and Risk Assessment Training	Within the first term of employment	As required

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the ‘Quick Apply’ button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: ***Miss Emily Old, Recruitment Manager***
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: **9.30am – Monday 18 November 2024**

Interviews likely to take place: **w/c 25 November 2024**

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: **Role 1: ASAP**
Role 2: 1 January 2025