



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates School Nurse (with Residential Boarding)

Commence September 2023

Term Time Only

Truro School, Trennick Lane, Truro, TR1 1TH

www.truroschoo.com, recruitment@truroschoo.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping Chief Operating Officer



Dear Candidate,

We are very proud of this community and believe it offers something exciting and empowering to the families and staff who join us.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent¹" co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.



Kieran Topping
Chief Operating Officer

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

Job Description: School Nurse (with Residential Boarding)

ACCOUNTABLE TO:

Deputy Head (Pastoral) / Head of Boarding

GRADE: NT6

As a School Nurse, you will be part of a team responsible for providing a clinically effective, high quality service to the pupils of Truro School. The hours in respect of this part of the role will be Mondays and Tuesdays, from 08:30-17:00. You will plan, deliver and evaluate school nursing involvement throughout the School and are expected to work in partnership with pupils, parents, school personnel, GPs and other appropriate agencies to carry out health surveillance, health promotion, pastoral care and other public health initiatives required by the school.

Beyond this, you will be part of the resident boarding team, fulfilling the role of a Resident Houseparent, in our thriving boarding community. Based in the Junior Girls' Boarding house, you will be part of the boarding team who look after our fantastic national and international boarders, managing a busy girls' boarding house and ensuring the pastoral needs of the students are met.

KEY TASKS AND RESPONSIBILITIES (as a Nurse, part of the Medical Centre team):

Professional

- Adhere to the NMC Code of professional standards for Nurses, and to maintain revalidation requirements
- Be familiar with relevant medical issues and taking opportunity for personal and professional development in line with current medical standards
- Maintain the standard of care within the Medical Centre in line with the overall philosophy of pupil physical, mental and emotional wellbeing at Truro School
- Provide confidential advice and /or support to all pupils and staff as necessary
- Be a key member of the School Senior Pastoral Team

Clinical

- Provide a high standard of service to pupils at Truro School within professional competence and adhering to NMC guidelines.
- Assess, implement and evaluate in-patient care of pupils admitted to the Medical Centre for optimum health and education needs.
- Provide first aid and emergency care and treatment as necessary to all pupils and staff at Truro School.
- Attend pastoral meetings and liaise with other pastoral heads and teachers regarding specific pupils and acute needs maintaining confidentiality.
- Liaise with the Deputy Head with Safeguarding responsibility on all and any issues of child safeguarding
- Implement NMC recommended safe storage, usage and disposal of medications
- Maintain pupil records, both hard copy and electronic, as appropriate in line with Data Protection Legislation, NMC Code and Independent Schools Standards
- Arrange for appropriate departmental training to meet the requirements of NMC Revalidation and the School
- Maintain treatment room hygiene and tidiness

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- Maintenance of general office procedures, departmental budgeting and adequate staffing.
- Attend meetings as required within/outside of the department/school
- Operate procedures for infectious diseases control
- Follow procedures for safe disposal of clinical waste
- Work closely with other members of the Medical Centre team to ensure seamless and continuous care
- Liaise with all other School departments and parents as necessary
- Liaise with external medical/pupil related agencies where required

Nursing Responsibilities to Boarders

- Maintain National Minimum Standards (NMS) and ISI Standards and regulations for boarding pupils to promote good health and wellbeing
- Ensure adequate health information gained before starting School from the medical questionnaire
- Evaluate health screening of boarders and produce individual care plans as required for the use of boarding staff
- Evaluate all boarder's vaccination status, liaise and coordinate with parents for consent and arrange appointments and transport
- Arrange for boarding pupils to attend any medical, dental or other health appointments as necessary
- Liaise daily with boarding staff to provide a seamless communication for pupil care, and act upon daily reports received from the boarding houses
- Support the boarding staff out of school hours with medical advice and/or attendance
- Work with the Head of Boarding to maintain annual training of all boarding staff in the administration and storage of medicines

Other responsibilities

- Be a source of advice on health matters to all School staff as required
- Maintain training as supported by the School for NMC Revalidation, Safeguarding, First Aid at Work, AED training, and membership of NMC and RCN
- Maintain appropriate levels of confidentiality including the general business of the School and information regarding specific individuals

The above list is not exhaustive and a flexible, proactive approach is required.

KEY TASKS AND RESPONSIBILITIES (as part of the Boarding team):

- Act as a houseparent
- Support and assist the Housemaster/Housemistress during emergencies such as medical, fire and/or missing boarder.
- Provide cover for absent non-resident or resident tutors and/or the Housemaster/Housemistress
- Assist with early wake-ups (eg swimmers/choristers) and late returners (eg fencing/trips/delayed trains) when on wake-up duty or overnight cover.
- Assist and lead in weekend activities including a local trip (Truro/Park etc) for junior houses, a Saturday evening social activity, and a trip outside of Truro, and return receipts from house card to HsM.
- Attend and contribute to boarding staff meetings.

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- Liaise with parents and guardians if needed when on duty (for example a late returner from a weekend away).
- Be aware of the National Minimum Standards for Boarding and take actions to ensure that the boarding house is compliant
- Be resident during term time other than for arranged or exceptional circumstances.
- Be aware of and follow the Boarding Risk Assessments and Boarding Health & Safety
- To prioritise the safety, wellbeing and safeguarding of boarding students, and to be aware of and follow whole school and boarding policy with reference to these.
- Help with the preparation of the boarding houses before the start of September term and support with noticeboards, posters and communication across the wider school and boarding community.
- To act 'in loco parentis', as a fair and reasonable parent would when on duty, whilst maintaining effective communication with parents.
- To carry out duties, as directed by the Head of Boarding, and in conjunction with your Line Manager, beyond the normal duty rota in the event of boarders being present in the boarding house, for example if a flight is delayed at the end of term, or an ill boarder is staying in the boarding house.
- Undertake continuous professional development to help to enhance the care and supervision of boarders.

PERSON SPECIFICATION:

Essential

- Nursing degree, with a passion for working with young people
- Current NMC Registration
- At least 3 years nursing experience related to child/adolescent health
- Flexibility to meet the needs of the school community
- A strong work ethic and high levels of organisation and planning
- Ability to prioritise, manage changing priorities, and work independently
- Ability to engage with students and develop positive and meaningful working relationships
- Personal warmth and the ability to connect with pupils
- Ability to work proactively as part of a busy school team
- The desire to inspire others to lifelong activity and learning
- Ability to communicate effectively both verbally and in writing
- Evidence of professional development
- A D1 driving licence (or a willingness to obtain)
- Sensitive to the Methodist ethos and traditions of an independent School



Desirable

- Accident and Emergency/ Minor Injuries experience
- Mental health training/experience
- Experience in child safeguarding issues
- Experience working within a residential setting
- Experience of working with young people
- Knowledge and understanding of the concepts and skills essential for pupil success
- Knowledge of the pastoral needs of young people and an understanding of how best to protect their wellbeing

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.



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TRURO SCHOOL

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

57% of GCSE and iGCSE grades in 2022 awarded were 9-7 (or A*/A), with just under 18% at grade 9.

In the same year, we were pleased to report 63% of A-Levels were graded A*/A. Furthermore, 81% of all A-Level grades were graded at A*-B, with a 100% pass rate.

Further information can be found here: www.truroschool.com/senior-school/academic/results

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

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Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time

- Competitive rate of pay
- 3 bed accommodation and meals (while on duty)
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free parking and free fruit, tea, coffee and use of an espresso machine at School
- Employee Assistance Program
- Discounted school fees
- Cycle to Work Scheme
- Employee benefits platform
- Continued Professional Development and training opportunities

Terms of Employment

This role is a permanent position working 16 hours per week (0830 – 1700 Monday – Tuesday, including a 30 minute unpaid lunch break), term time only, as a School Nurse, and beyond that as a full-time resident member of our Boarding team.

Boarding duties include one evening per week (16:00 – 23:00); one weekend duty per fortnight (16:00 Fri – 23:00 Sun), 5 morning wake-up duties per fortnight (07:00 – 08:30) and 4 weekday overnight emergency cover duties per fortnight (23:00- 07:00). You will also be part of the start and end of term welcome and departure team for the boarders. There is also the possibility of some additional hours Wed – Fri to support the smooth running of the boarding community, which would be paid separately to the hours set out here. Further information can be provided at interview.

Salary

The nursing hours (16 hours pw) are paid at a starting salary of £33,800pa fte, (or £10,982pa based on an fte of 0.325) and the 2022/23 salary scales. There is also a £10,000pa salary to cover the boarding element of the role.

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Operations, Professional and Support (OPS) staff have a pension via L&G whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to their pension, the School will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form

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APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.

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