



**Lead school nurse- Full time, term time only**

**Required as soon as possible.**

**Salary £30,837 (35 weeks per year)**

**The school**

St Paul's Girls' School is one of the country's leading independent secondary day schools for girls aged 11-18 and is a lively academic community with excellent facilities for all subjects. There are approximately 770 pupils with a thriving sixth form.

Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making St Paul's a very exciting and stimulating place in which to work. But we aren't just about academic success; we work hard to ensure that we role model the right behaviours and provide opportunities for our students to develop the skills and understanding required to both be personally successful in the future workplace but also have a positive impact on the world.

Full details of the school, including our curriculum and public exam results, are available on our website at <http://www.spgs.org>

**The medical department and Medical Centre**

The Medical Centre is situated on the lower ground floor of the main building and provides an easily accessible, welcoming space offering medical support to girls and staff. Such support is designed to meet a wide range of needs from the purely medical to physical, social and psychological support, depending on the circumstances of the individual.

The school is seeking to employ a full-time nurse to join the medical and wellbeing team. The role is for full time term-time only. The wellbeing team is made of a school doctor (one half-day per week), a part time nurse, four counsellors, a coach, the Chaplain, the safeguarding leads and the learning support coordinator. The medical team reports to the Deputy Head, Director of Pastoral Care. The medical centre is open every weekday during term time from 8am until 4.30pm and delivers a vital and diverse service to the school, ranging from basic first aid to liaison with local hospitals.

**The post**

The school nurse is responsible for providing a first-class medical service to the school community, meeting the needs of students and staff.

## **Main duties**

The Lead Nurse will be expected to:

- Provide training for staff including First Aid and keep an accurate record of refresher training
- Organise doctor's surgery
- Liaise with parents
- Provide PSHE support including sex and relationships education
- Oversee Vaccinations
- Run clinics for asthma, anaphylaxis, sexual health, travel etc.
- Up-date medical records
- Complete new pupil medicals
- Provide occupational health support for staff
- Oversee Compliance for the medical centre including providing draft policies
- Ensure system for regularly checking first aid boxes around school
- Check all medical questionnaires are obtained, retained and recorded
- Provide up to date information and training to staff on individuals for trips
- Support the School Health and Safety team to ensure that all accidents are reported and recorded accurately
- Attend Wellbeing Team meetings and work with Deputy Head, Director of Pastoral Care and school counselling team, delivering the nursing agenda.
- Write care plans and advise on best practice.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality and ensures effective time management.
- Work with the School Doctor in the planning and implementation of guidelines, protocols and standards, and of local projects or initiatives
- Support culture of professional development in the medical centre in order to maximise staff potential
- Oversee medical centre, stock and safe disposal
- Administer medicine
- Carry out First Aid and emergency care for school community including staff and students

## **Candidate profile**

We seek to appoint a well-qualified professional with a genuine interest in the development of young people who would relish the opportunity to make a difference in this stimulating and unique environment. The successful candidate is likely to have the following skills and qualifications:

- A professional nursing qualification – a registered nurse on the NMC Register with relevant post-registration experience. Possessing a specialist practitioner school nurse qualification would be an advantage.
- Knowledge and experience of providing first aid and the care of children with chronic illnesses – ideally with experience of working within a school
- Knowledge and experience of working with adolescents suffering with mental health issues
- Excellent inter-personal and written communication skills

- Sensitivity to the needs and perspectives of others
- A systematic and efficient approach to work
- The ability to work independently with initiative as well as within a team
- Excellent IT skills with experience of managing a medical database
- Unflappability and the ability to work well under pressure
- A commitment to continuous professional development
- An open-minded and energetic approach with a desire to develop the profile of the Medical Centre

### **Terms of employment**

- Hours are from 8.00am to 4.30pm during school terms. It is expected that the post holder will work 35 weeks a year. There may be occasional evening or Saturday morning cover for special events.
- Salary will be generous, aligned to the NHS pay scale and commensurate with qualifications and experience.
- Eligibility to join the school's contributory pension scheme.
- Lunches, tea and coffee are provided daily.

### **Application and interview procedures**

Please submit applications using the on-line form provided on the school careers site. As well as requiring details of your qualifications, experience and referees, the form will provide an opportunity for you to write a short personal statement and to upload your latest curriculum vitae.

Applications should be submitted by the closing date of **12 April 2021**.

If you do not receive an automated acknowledgement of your application, you are advised to e-mail or telephone to confirm that the application has been received. Candidates who have not heard further from the school within two weeks of the closing date may assume that their application has not been successful.

### **Disclosure and Barring Service (DBS) and overseas police checks**

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 6 months or more during the past 5 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

### **Safeguarding guidelines**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in

the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our safeguarding designated teacher or to the High Mistress.

**Closing date: 12 April 2021**

**Interviews: 20 April 2021**

**Contact details:**

Human Resources Office  
St Paul's Girls' School  
Brook Green  
London  
W6 7BS

[hr@spgs.org](mailto:hr@spgs.org)

[www.spgs.org](http://www.spgs.org)