

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Health Centre Vacancies

## School Nurse (RGN)

and

## Matron/Care Support Worker

*(Various Working Patterns available)*







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts. The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 45 countries worldwide.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

## The Health Centre:

### Current set up (Pre-Covid-19)

The Health Centre is open, term time only, from 0800 – 1700 (Monday – Friday plus around 25 Saturdays per year) and may be open later or at other times by prior arrangement. It provides medical services to both pupils and staff and is a valued part of the pupils' pastoral system, assisting in looking after both their physical and emotional medical needs. The School Nurse is responsible to the Senior School Nurse and the School Doctor for the professional functions of the Health Centre, but also works in close contact with the rest of the School Nurse Team and in particular the Pastoral Deputy Head.

The Health Centre comprises a 2 bedded treatment area downstairs and a further 5 beds upstairs for the use of sick pupils during the day, two consulting rooms, staff office/reception area and a pupil waiting area. Boarders who are unwell are normally looked after in their own boarding house by house staff.

The Health Centre is currently staffed on a rota basis by part-time nurses. In addition to their day shifts, the nurses are on-call, on a rota at home, to provide medical advice over the telephone to Boarding House staff during the evenings and at weekends.



## Under Covid-19

Due to the impact of the global pandemic, the Health Centre team are having to change the way they work in order to be able to provide a strong service to pupils when the school returns at the end of August. The service will need to cover a very wide range of issues from non-Covid-19 issues e.g. inoculations, sports injuries etc. to dealing with suspected cases of the virus, through to caring for any confirmed pupil cases.

In order to do this, we are going to be setting up 3 distinct areas on the school site. Green for health care un-related to the virus. Amber for all pupils who have potential symptoms of Covid-19, but who have not yet been tested. The Amber Zone will be a separate residential hub, with 24 hours a day nurse led cover, for pupils who are unwell or who need to isolate. The Red Zone will be for any confirmed cases i.e. boarders who cannot go home.

The Red and Amber zones will be staffed on a 24 hour, 7 day a week basis, when there are children in these areas.

## **Roles Required**

The following is a summary of the shifts that are required to be covered:

- 1 x term-time only RGN - Monday to Sunday, 4.30pm to 8.30am

- 1 x term-time only RGN - Saturday and Sunday 8am to 5pm
- 1 x term-time only Matron/Care Support Worker Thursday to Sunday 8am to 5pm
- 1 x term time only Matron/Care Support Worker 4.30pm to 8.30am

These roles are temporary positions required initially for 6 months, but are likely to be extended to 12 months, depending on the Covid-19 situation at the time. In due course the Health Centre may expand (subject to requirements), so there is a possibility that permanent opportunities may arise. These roles are primarily term time only, but role holders may be required to work beyond the end of term to look after any unwell pupils until they are able to travel. RGN posts may also be available on an all year round basis to provide nursing cover for our holiday programmes. We will consider availability for shift patterns within the times that need to be covered.

## **The RGN Role**

### **Reports to: Lead School Nurse**

#### Duties & Responsibilities

- Caring for the health and wellbeing of the pupils and staff; including the management of first aid for minor injuries.
- Administration of over the counter medicines and prescribed medications.





- Administering emergency first aid e.g. for injuries received during sports matches or practices.
- Arranging appointments for daily surgeries and assisting the School Doctor.
- Liaising with the School Counsellor regarding pupil and staff appointments.
- Maintaining accurate documentation of both NHS and School records in line with the NMC Code of Conduct.
- Co-ordinating the return home of the unwell day pupil and the assessment of unwell boarders.
- Together with the other members of the School nursing team, liaising with Boarding House Matrons in all aspects of the medical care of boarders as appropriate.
- Advising boarding staff on nursing care and visiting Boarding Houses if necessary, to assess sick pupils.
- Managing pupil's medical conditions, updating of medical care plans, such as asthmatics, diabetics, epileptics and pupils with allergies.
- Involvement in teaching of pupils in medical related topics as part of the PSHE School curriculum and promoting health and wellbeing with the School community.
- Giving support and advice for teachers and other staff e.g. EpiPen training, diabetes and Asthma, infection control.
- Carrying out pre-medical checks on new boarders and referring to the G.P. for further assessment as necessary.
- Having a good understanding of Child Protection and working within the School policies on this topic.
- Aware of issues around confidentiality, sensitivity and the ability to remain professional at all times.
- The post holder is required to comply with all relevant policies and procedures pertinent to their post.

## The Person

### Essential

- Qualified nurse status i.e. a minimum of the R.G.N. (or equivalent) qualification.
- Approachable.
- A team player with a warm character.
- Excellent communication skills.
- Good organisational skills.
- Experience of working calmly and professionally in a very busy environment.



- Good IT skills e.g. for dealing with emails, appointments, medical records etc.
- Ability to work flexibly when required.

### **Desirable**

- Experience of working with adolescent children.
- Safe-Guarding Level 3 qualification.
- Experience of working in a school/with young adults.
- Experience of working with international pupils and boarders.
- Previous experience of practice nursing/ A&E/Paediatrics.
- Qualifications or experience in any of the following areas - practice nursing, asthma, travel health and diabetes, first aid at work, sports injuries and accident & emergency. Note - appropriate training may be available if required.

## **The Matron/Care Support Worker Role**

### **Reports to: Lead RGN**

### **Duties & Responsibilities**

- Assists pupils with compassion to undertake normal activities of daily living whilst ensuring and promoting pupils wellbeing.
- A warm approachable manner with an ability to work collaboratively.
- Excellent communication and organisational skills.
- To assist in monitoring pupil's condition and record observations as instructed by the lead RGN.
- To follow care plans developed by the RGN or other health care professional and only undertake work which is within own competence and to identify any further work required to be undertaken by more senior staff.
- To demonstrate effective communication with pupils, staff, parents and other members of the multi-disciplinary team across the school.
- To maintain accurate records, which are confidential and legible, with all care given documented at the time.
- Sound IT skills will be required.
- To respond and provide assistance, as directed by registered staff, in the event of an emergency.
- To assist with the maintenance of the Amber Zone cleanliness and safe disposal of clinical waste and soiled linen in line



with school policies.

- To assist RGN in maintaining stock levels, transportation of pupils, equipment and supplies.
- To undertake a range of routine procedures for the Lambardes Assessment Centre, these may include ordering of stores and stationery, storage of pupil records, photocopying, shredding of paper, maintenance and monitoring of equipment.
- Promote and maintain a safe working environment by following any governance standards and management of Health and Safety policies.
- To comply with all infection control policies and to attend relevant updates and report issues of concern to their immediate line manager.
- To be responsible for using own initiative and be flexible when organising own workload on a day to day basis.
- To maintain and preserve confidentiality at all times.
- The post holder is required to comply with all relevant policies and procedures pertinent to their post.

## Salary

The salaries for both roles will be competitive

and will be dependent on the skills and experience of the successful job holder and the exact hours of work agreed.

## General in relation to both roles

- All duties will need to be carried out in line with the latest Covid-19 recommendations, to ensure the safety of staff and pupils while maintaining a caring and supportive working environment. We are working closely with all relevant professional bodies to ensure the safety and wellbeing of all staff.
- The post holder will support line managers by attending mandatory and statutory training, completing incident/accident forms for every adverse event or near miss that occurs, report all defects and complaints, and communicate any dangerous situation to individuals potentially at risk.
- The post holder must comply with infection control (including hand washing) policies and guidance, attend relevant updates and report issues of concern to their immediate line manager. Staff must be aware of relevant policy with regard to Personal Protective Equipment and follow it and support others to do the same.





## Pension & School Benefits

There are a range of benefits that will be offered to the successful candidates including free parking, pension, 33 days paid holiday (inclusive of bank holidays) and use of the facilities (note there is currently restricted availability due to Covid-19).

## Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference request on your behalf.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Note

Note that for all the roles, the flexibility to provide temporary cover for colleagues at other times, would be an advantage. This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for individuals who are adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of these roles. The school is also constantly evolving, and post holders may be asked to consider new working patterns or adapt to new reporting structures as required to meet the changing needs of the school.

## Application

If you wish to be considered for this role, please complete the online support staff application form on our school website at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

**Please make it very clear which role and what working pattern you are applying for.**



Please contact the HR Office at: [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) if you have any questions about a completed application.

The school retains the right to interview suitable applicants and appoint before the deadline.