



Appointment of School Nurse

St John's College
Grove Road South, Southsea, PO5 3QW

An independent, co-educational, day and boarding school for ages 2-18

Background Information

The School

St John's College, Southsea is a busy independent day and boarding school for boys and girls. We take children into our Nursery from age 2, into our Junior School from age 4, and into our Senior School from age 11. The College also has its own thriving Sixth Form. At present there are c 620 pupils in the school as a whole, of whom 90 are boarders – the youngest of whom are in Year 5.

Academically, the College is a wide ability school, welcoming all children who will be able to benefit from the broad and balanced curriculum on offer. Our aim is to realise the full potential of each child, no matter what that may be. Our results are consistently excellent and we have recently topped the local value-added table for non-selective schools.

Of course, we do not believe that education should be limited to the academic curriculum. We also focus on identifying and nurturing other interests and talents, for instance in sports, the performing arts, technology and so on. The wide range of activities on offer is designed to enable and encourage children to experiment, to challenge themselves and sometimes even to surprise themselves.

The College is an inclusive school. True to the spirit and vision of our Founder, St John Baptist de la Salle, we welcome children from across a broad and diverse social range. We believe that this truly enriches the communal experience of all. Also many of our pupils come from overseas – and of course they bring to our community all the richness of their various cultural backgrounds.

Pastoral care is given very high priority at the College. Every child, day or boarding, is a highly valued individual member of a truly supportive community. Through our personal tutorial system, we aim to know our pupils very well and so are able to direct and assist them effectively in all aspects of their learning and personal development. Relationships throughout the school are mutually respectful and sustaining.

Though we are a closely knit community, we are also an outward-looking school, always aware of the need to equip our pupils to meet the challenges, present and future, of life beyond school. We are likewise always sensitive to our place within and duty towards the wider community. The College has a long tradition of service to its neighbours – local and further afield. We work hard to instil such a sense of duty in all our young people. We wish them to leave us prepared to be true citizens of the world.

The College is a Christian school in the Lasallian tradition. We seek, individually and in community, to live the truths of Christian faith in every aspect of school life. Gospel values are at the heart of everything we do, and we are always seeking to consolidate and develop this ethos. This does not mean, however, that we are narrow or exclusive in our attitudes. Quite the opposite, in fact. We welcome pupils and staff of any Christian denomination, those who adhere to other faiths, and those who have no formal religious affiliation. All are equally valued. All that we expect is that those who join us will share our core values and will actively support and help develop our ethos.

Academic Results in 2016

The overall A Level pass rate of 97% in 2016 remains consistent with previous years, while other grades improved considerably. Pupils achieved 78% A* - C (62% in 2015), but it was the A* - B grade which saw the biggest rise, with 61% of pupils achieving this year compared with 38% in 2015. One in three grades was A*/A.

GCSE pupils achieved an overall pass rate of 80% (A* - C) while 67% achieved the gold standard of five A* - C grades, including English and Maths. Results at the top end were good, with 28% of pupils achieving A* - A grades, and 53% A* - B.

Senior School

Academic standards at the school have been rising steadily and applications have been steady in the last few years. Pupils enter the school either from St John's Junior School, other local Primary or Preparatory Schools or overseas.

Entry for Years 7–9 is by the school's own entrance assessment. The school has four form entry, accepting a wide range of academic ability.

Pupils accepted for entry at 16+ are required to have at least 5 GCSE passes at grade A to C with B preferred in their chosen subjects.

Junior School

St John's Junior School occupies its own area within the school grounds and benefits from access to the Senior School amenities and some teaching from Senior School specialists.

Entry is non-selective. It is not obligatory for pupils to transfer to the Senior School, but the majority of pupils do so.

Pastoral Care and Chaplaincy

Pastoral care in the school is very strong. All staff are involved in tutoring and contribute to the general pastoral care offered to the pupils. There is currently a chaplaincy team coordinated by the Head of Religious Studies.

Boarding

Boarding is a central part of St John's College's ethos and foundation. There are six boarding houses, two for girls, three for boys and one mixed junior which accommodates pupils in years 5-8. Each house has its own house parent and an assistant.

Information Communication Technology

In recent times investment in IT provision has been an ongoing school priority. As a result the school benefits from a range of modern IT facilities including interactive whiteboards, four well equipped computer suites; all classrooms have their own computers with internet access. The school is developing the use of iPads as a teaching and learning resource.

There is a large staff workroom with excellent additional computer facilities.

Co-Curricular Activities

We place a strong emphasis on co-curricular activities in both parts of the school. There is an expectation that our teachers support this in a proactive and positive way; non-teaching staff are also encouraged to participate wherever they can.

Our Music and Drama (both with good facilities) have developed well in recent years and the boys and girls choirs sing regularly in Cathedrals across the UK; the Chapel Choir has also enjoyed a number of trips to Europe. Our sports provision is splendid - we have a Sports hall and playing fields at Farlington on the outskirts of Portsmouth and a small all-weather surface with lights on the College campus. We are very competitive in our major games (rugby, hockey, netball and cricket).

Staffing

In managing the school's staff the Head of College is supported by the Deputy Head of Senior School and Head of Junior School and their Senior Management Teams. Heads of Year and Heads of Department also play key management roles. There are 65 academic staff in the whole College.

There are also over 70 Support staff in the school, some of them part-time, who report to the Bursar.

Staff are highly committed to their continuing professional development and attend INSET courses regularly. All staff take part in an annual staff review.

Professional Associations

The Head of College is a member of the following:

- Boarding Schools Association (BSA);
- The Society of Heads; and
- ASCL.

The Head of the Junior School is a member of the following:

- Incorporated Association of Preparatory Schools (IAPS);
- Boarding Schools Association (BSA); and
- The Society of Heads.

The Bursar is a member of the following:

- Independent Schools' Bursar's Association (ISBA).

The College was inspected by the Independent Schools Inspectorate in 2014 and recently in January 2017. The Inspection Report is available on the ISI website: www.isi.net

School Nurse Job Profile

St John's College Medical Centre provides care and support to all pupils and staff employed at the College, with beds for day-rest or overnight stays for boarders where this is needed. The Medical Centre team is comprised of the School Nurse (Clinical Lead) and a School Medical Assistant.

There is daily cover during term time only.

The role is complex; combining elements of first aid, occupational health, health education and promotion and some traditional nursing.

Clinical Responsibilities

1. Clinical lead for the College Medical Centre responsible for ensuring the highest standard of care to pupils and staff admitted to the Medical Centre.
2. Assess, plan and evaluate individual student and staff care.
3. Deal with minor ailments and injuries as they occur.
4. Keep student medical records updated on PASS (College database).
5. Liaise with parents in a calm and understanding manner.
6. Make appropriate referrals to the school's GP (for boarders) who currently visits the College on alternate Tuesdays.
7. Liaise with Boarding Houseparents with regards to any medical problems concerning pupils and maintain all medical supplies within the boarding houses.
8. Deal appropriately with any accident or emergency situation as it arises, in particular:
 - a) Minor accidents
 - b) Sporting injuries
 - c) Substance abuse
 - d) Diabetic crisis
 - e) Asthma attacks
 - f) Anaphylaxis
 - g) Resuscitation

Immunisation Programmes

1. Assist in organising and maintaining all routine and holiday immunisation programmes in accordance with NHS directives.
2. Assist the School's GP with the administration of vaccines.
3. Maintain accurate immunisation records.

Screening and Pastoral Care

1. Carry out health screening on all new boarding pupils, including the following:
 - a) Height and weight
 - b) Immunisation status
2. General Health Surveillance
 - a) Participate in pastoral care and counselling.
 - b) In liaison with the Designated Safeguarding Lead and members of the Safeguarding team, undertake child protection investigations and attend case conferences.

- c) Work closely with the School Counsellor and liaise between her, the pupils and parents as required.
- d) Liaise with outside agencies – e.g CAMHS, Diabetic nursing team and Quit Smoking.
- e) Maintain all medical and nursing documentation accurately and appropriately at all times and create individual health care plans for pupils.
- f) Maintain confidentiality.

First Aid

You should be able (or willing to qualify) to deliver first aid, EpiPen, defibrillator and other appropriate training to staff.

- a) Implement and maintain arrangements for first aid provision to comply with statutory requirements.
- b) Provide first aid advice to the School where required.
- c) Maintain sports medical bags and other first aid kits around the College.

Health and Safety

- a) Record and maintain records of all accidents and incidents accurately.
- b) Report accidents and incidents to the appropriate person as soon as possible.
 - i. Head of Department/boarding house
 - ii. Bursar or Estates Manager
 - iii. Health and Safety Executive (RIDDOR)

Personal, Social, Health and Economic Education (PSHE)

You should be willing to contribute to the delivery of PSHE within the curriculum.

Organisation and Management of the Medical Centre

1. Accountable to the Bursar in the first instance, but must also work to the requirements of the Head of Boarding, Head of College and the School's GP.
2. Responsible for conducting the business of the Medical Centre in a safe, healthy and confidential manner.
3. Maintain all medical and nursing documentation accurately and appropriately at all times.
4. Advise the Bursar and/or Head of College on all medical or health-related policies and procedures for the College, and review these on an annual basis.
5. Responsible for the safe custody and administration of drugs and medicines, including ordering and appropriate documentation.
6. Safe disposal of sharps and clinical waste.
7. Maintaining medical stores and equipment.
8. Executing all business dealings on the telephone and face to face in a professional manner.
9. Respond professionally to threatening behaviour both on the telephone and face to face.
10. Implement the complaints procedure if necessary.
11. Keep professionally updated with current developments in medicine and nursing relevant to the Medical Centre's function.
12. Comply with the NMC code of practice at all times.
13. To manage the Medical Centre budget.

Other Duties

1. Be flexible with duties in the event of emergency cover being necessary.
2. In an emergency be prepared to sleep in when boarders are in the Medical Centre overnight.
3. Be able to work occasional extra hours out of term time to assist in the preparation for new terms (this mainly occurs at the beginning of the school year to enable the preparation of new pupil documentation and admission to the school) or term time epidemics.

Person specification

The ideal candidate will be able to demonstrate the following criteria:

MAIN CRITERIA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Good general standard of Education, particularly in English. • Qualified Registered General Nurse (RGN). 	<ul style="list-style-type: none"> • First Aid trainer • EpiPen trainer • Paediatric First Aid trainer • PTLLS or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Nursing experience, preferably including paediatrics or adolescent health. 	<ul style="list-style-type: none"> • Experience in the school environment
SKILLS, KNOWLEDGE AND ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills able to communicate effectively both verbally and in writing. • Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines. • Good IT skills – Microsoft Windows and Microsoft Office with ability to update a database. • A willingness to support the Christian ethos of the College. 	
ANY PHYSICAL REQUIREMENTS		<ul style="list-style-type: none"> • Unendorsed driving licence.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Enjoys working with children and young people. • Commitment to high standards of clinical care. • Empathetic. • Professional. • Able to lead a small professional team. • Works well in a team. • A self-motivator, with the ability to think proactively. • Strong organisational skills. • Able to work under pressure. • Flexible approach to working hours. 	

Details of the appointment

1. This is a full-time term-time only position although some time is required during the school holidays as described above. This position is expected to commence on Monday 4th September 2017, but it would assist if the successful candidate could attend for a few “handover” days prior to Thursday 13th July 2017.
2. Normal working hours will be 27.5 hours per week (plus an extra 3 hours on alternate Tuesdays until 5.30 pm to include the College GP visit), Monday-Friday working 8.30 am to 2.30 pm (with a 30 minute unpaid lunch break) during the 36 weeks of term-time (plus 4 weeks paid holiday). Lunch will be provided free of charge in the school dining hall during term time.
3. The offer of the post is subject to a prohibition check and statutory clearance by the Disclosure and Barring Service.
4. The appointment will be subject to two satisfactory references, one of which must be from the candidate’s most recent employer.
5. Salary will be approximately £14,000 per annum.
6. You will be auto-enrolled in the Peoples Pension scheme. The contributions from yourself and the College can be enhanced; details of these can be obtained from the Bursar.
7. Healthcare can be provided after 1 years’ service.

Applications should be by letter and application form to Mr S Merriam, Bursar, St John’s College, Grove Road South, Southsea PO5 3QW or by email to the Bursar’s PA (Mrs H Williams): hwilliams@stjohnscollege.co.uk. The letter should outline why you seek the position and what you can bring specifically to the College.

The closing date for applications is Friday 2nd June 2017, 9am.

Initial interviews are expected to take place on Thursday 8th June 2017.

If you would like further clarification of this or any other aspect of the College’s expectations before applying, please contact the School Office in the first instance.

For further general information on the school, please visit: www.stjohnscollege.co.uk - from where a copy of the current prospectus may be downloaded.