



Belhaven  
Hill School

**Appointment of School Nurse**

**For January 2024**

**Information for Candidates**





## Welcome from the Headmaster

Thank you so much for your interest in working at Belhaven Hill School.

My name is Oliver Langton and it is my family's privilege to have led Belhaven since 2020. Founded in 1923, Belhaven was originally a boys' boarding school before welcoming day children, becoming fully coeducational in 1995 and adding a Pre-Prep in 2022. Today, we are a thriving independent coeducational boarding and day school for pupils aged 5-13, located in a large country house set in a beautiful 20 acre campus on the East Lothian coastline on the outskirts of Dunbar, just half an hour south-east of Edinburgh.

The role of the School Nurse is critical to the running of the School and the successful candidate will create a warm and positive atmosphere in which children and staff feel safe and supported. At Belhaven our staff and pupils aspire to three core values – Courtesy, Courage and Creativity and pupils and families benefit from a staff who are dedicated, accomplished, talented and appreciated. Above all, we are passionate about what we do and where we do it – it is an inspirational place in which to live and to learn.

I believe that Belhaven offers a fantastic working environment, with a culture of openness and supportiveness as well as a strong emphasis on staff wellbeing and morale.

I hope that you find this School Nurse Information Pack useful and informative: I look forward to welcoming you to Belhaven soon.

Yours,

A handwritten signature in black ink, appearing to read 'Oliver Langton'.

Oliver Langton, MA

Headmaster, Belhaven Hill School



## About The School

Belhaven is fortunate to have a very distinctive atmosphere and ethos. The main school building is a handsome listed mansion, dating from 1760. Five large rooms and an additional storey were added in 1900 and there have been further extensions in recent years. Boys have their dormitories in the main building and there is a separate girls' house across the lawn. There are resident Heads and Assistant Heads of both Boys' and Girls' Boarding, as well as a dedicated team of Night Matrons, who work from 6pm-8am every evening to care for the School's many young boarders.

A new classroom block, music school and art building have all been created since 2000. Many of the staff live within the lovely grounds which extend to 20 acres, with accommodation in either the old stable block or the south lodge. There are fine playing fields, a small astroturf pitch, a sports hall, a heated outdoor swimming pool, grass tennis courts, a croquet lawn, putting green and children's gardens within the walled garden. Between the rear of the school and the sea is a golf club, of which the senior children can become members, allowing them to play rounds in the evenings and at weekends. The extensive Belhaven Bay beach, within the John Muir Country Park, is a short walk from the School and popular for surfing.

Children at Belhaven are prepared for entry to a wide variety of boarding Public Schools through either Scholarship or Common Entrance. These include schools such as Ampleforth, Eton, Fettes, Glenalmond, Harrow, Loretto, Oundle, Radley, Rugby, Sedbergh, Strathallan, Tudor Hall, Uppingham and Winchester.





## The role of the School Nurse at Belhaven

- The main role of the Nurse at Belhaven Hill School is to provide the first point of contact for any nursing treatment, including First Aid, to children and/or staff and to act as 'first responder' in a medical emergency. Also significant is the provision of pastoral care and guidance to the children, whilst working closely within a team which includes other matrons, house parents and teaching staff. Together, this helps to create a safe, warm and supportive environment within the school and boarding houses and to maintain standards set by the school.
- At all times, the Nurse must provide a level of care and concern that one would expect if the children were their own. The children should feel free to chat informally and treat the Nurse as a maternal figure. At the same time, staff and parents should be reassured of the professionalism of the Nurse, trusting that they will make decisions in the light of the latest medical guidance and practice.
- There are several categories into which the responsibilities of the Nurse fall. These are outlined below but include the provision of First Aid, liaising with local medical practices and community teams, the administration and supervision of medication, direct contact with parents and staff to ensure clarity of communication channels, guidance to boarding and pastoral staff and the keeping of records.

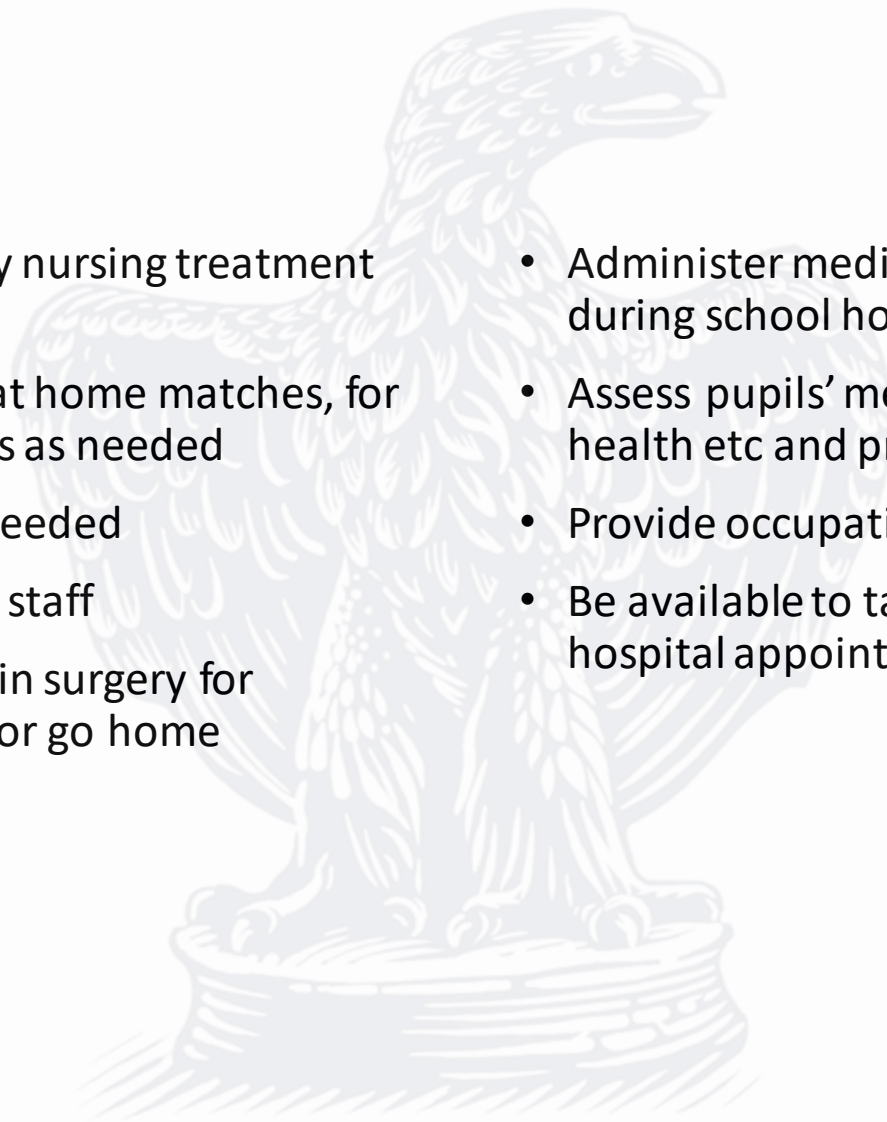
**Please note that all applicants must hold Registered Nurse status.**



# Key Duties and Responsibilities: Nursing

## School Nurse: Nursing

- Pupil point of contact for any nursing treatment including First Aid
- Provide First Aid in surgery, at home matches, for games and sporting activities as needed
- Provide First Aid for staff if needed
- Arrange First Aid training for staff
- Assess if pupils need to stay in surgery for observation, rest in sick bay or go home
- Administer medication to any pupil who requires it during school hours
- Assess pupils' medical issues, injuries, general health etc and provide Off Games slip if required.
- Provide occupational health as appropriate to staff
- Be available to take pupil to GP or to A+E or hospital appointments



# Key Duties and Responsibilities: Communication

## Internal Communication

- Ensure medical information for each pupil is up to date and shared appropriately with teachers
- Ensure pupil Emergency Action Plan for pupils is kept up to date and shared appropriately
- Liaise with Matrons re pupil welfare, medical issues etc and support them to learn about medication administered
- Attend morning meetings to share necessary information with staff
- Attend weekly Pastoral referral Meetings
- Check emails regularly and respond appropriately

## External Communication

- Liaise with Health Protection Team when needed, particularly during outbreaks of diseases eg Covid, E.coli
- Liaise with Community Vaccination Team as required
- Support CVT to immunise pupils by meeting with them, sharing their risk assessment, collecting pupils appropriately on immunisation day, record on Excel pupils who have had their immunisations. Liaise with parents appropriately
- Liaise with Medical Practice re new registrations to GP
- Parental contact where necessary to inform them about illness or injury, to collect medical information, report back etc
- For new pupils who have not yet attended another school, collate Primary 1 Health Assessment in conjunction with parents
- Check emails regularly and respond appropriately

# Key Duties and Responsibilities: Administration

## Administration

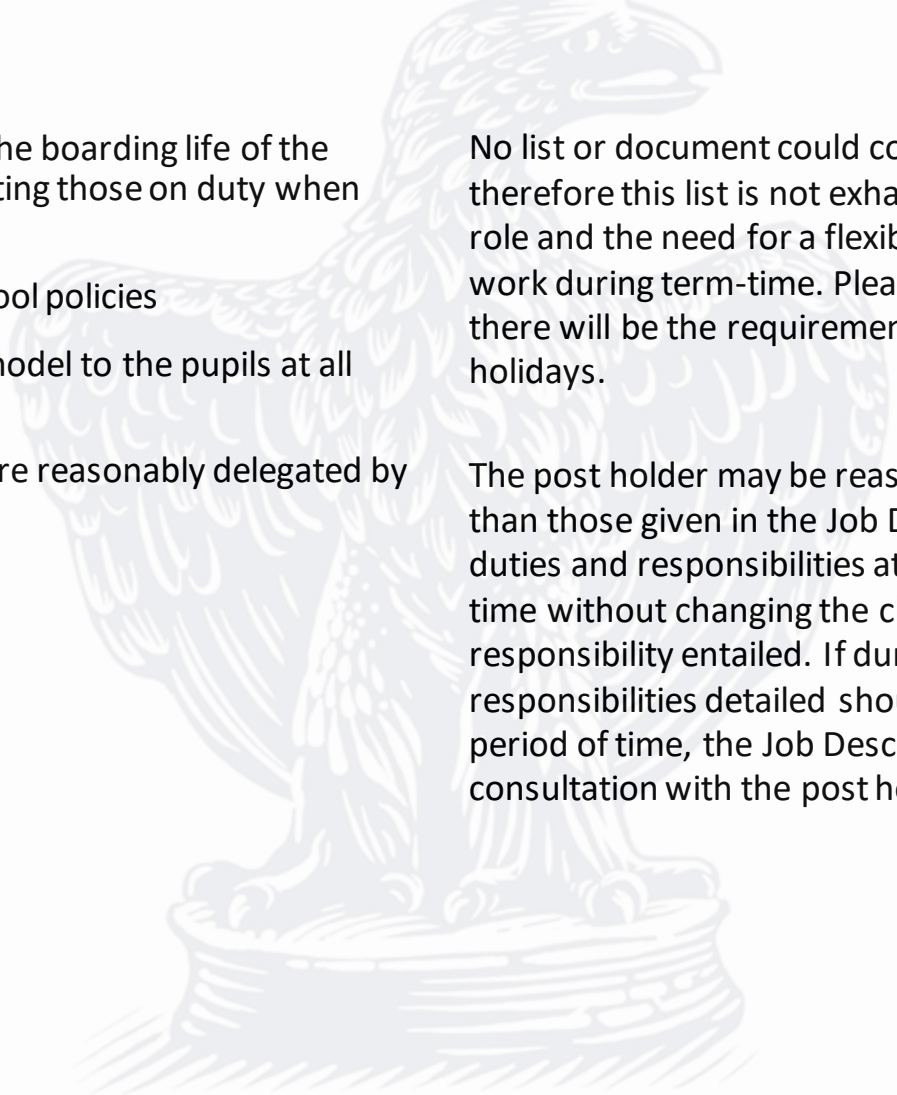
- Stock cupboards in Surgery with homely medication and First Aid / secondary care
- Ensure First Aid bags are stocked appropriately
- Maintain list of staff with current First Aid training
- Re-order pupils' medication via Cromwell Harbour Medical Practice and collect from Aitkens Chemist
- Collect Healthcare Form for all pupils, check for medical information
- Store and record medication given out in correct folders
- Controlled Drugs: store in locked box in locked cupboard
- Record in Controlled Drugs Book all controlled Drugs received and administered
- Ensure boarding pupils have medication to take home on 'weekends out' and holidays
- Ensure pupils are given immunisation letters as appropriate
- Record pupils who have immunisation letters given to them and check names of other pupils who should be having immunisation but have not been on CVT list. Give out immunisation packs to these pupils too.
- Record on ISAMS all medical treatments, pupil medical histories, pupil visits to nurse
- Keep medical records for all pupils in locked cupboard
- Collect and store international pupils' passports and record on Excel
- Ensure all documentation correct for GP registration, otherwise liaise with parents
- Ensure pupil medication records are up to date
- Review and update policies – Medical, Head Injuries, First Aid, Medication, Infection Control, Defibrillator, Safeguarding (with Headmaster and Child Protection Team)
- Record Off Games pupils on ISAMS Off Games list
- Collect and record Incident forms and Accident forms and present information to Health and Safety committee
- Keeper of Accident and Incident folders
- Keep pupil concussion forms in Accident folder
- Each March, provide Duty of Candour Report
- Input into Care Inspectorate annual reporting
- Report to Care Inspectorate as appropriate re pupils' injuries

## Other Responsibilities

- All staff are expected to play a role in the boarding life of the School, with the Medical team supporting those on duty when they are in School
- Ensure familiarity with all relevant school policies
- Be professional and an excellent role model to the pupils at all times
- Undertake any professional duties as are reasonably delegated by the Headmaster

No list or document could cover the full range of duties required, therefore this list is not exhaustive but indicative of the scope of the role and the need for a flexible approach regarding hours and days of work during term-time. Please note that due to the seniority of this role there will be the requirement to work during some of the school holidays.

The post holder may be reasonably required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed. If during the course of time the duties and responsibilities detailed should change significantly and for a sustained period of time, the Job Description will be reviewed and amended in consultation with the post holder.

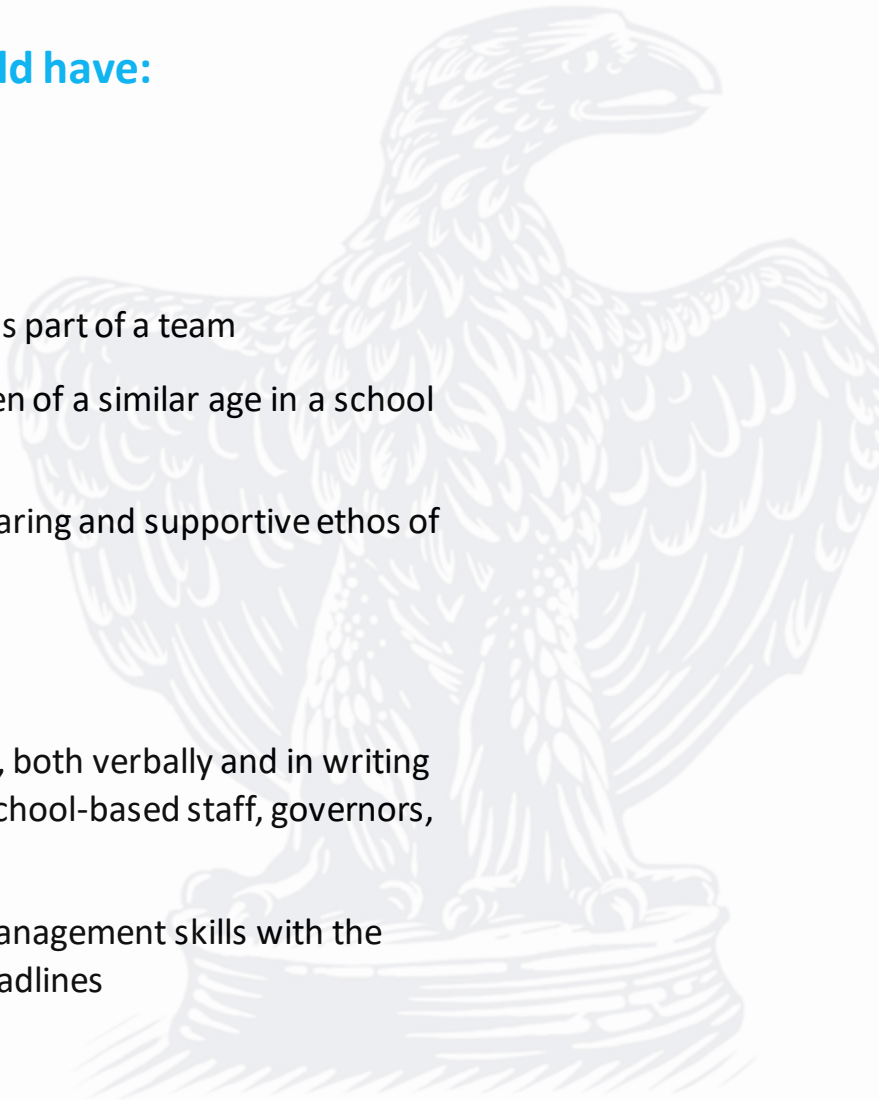




# Person Specification

## The preferred candidate should have:

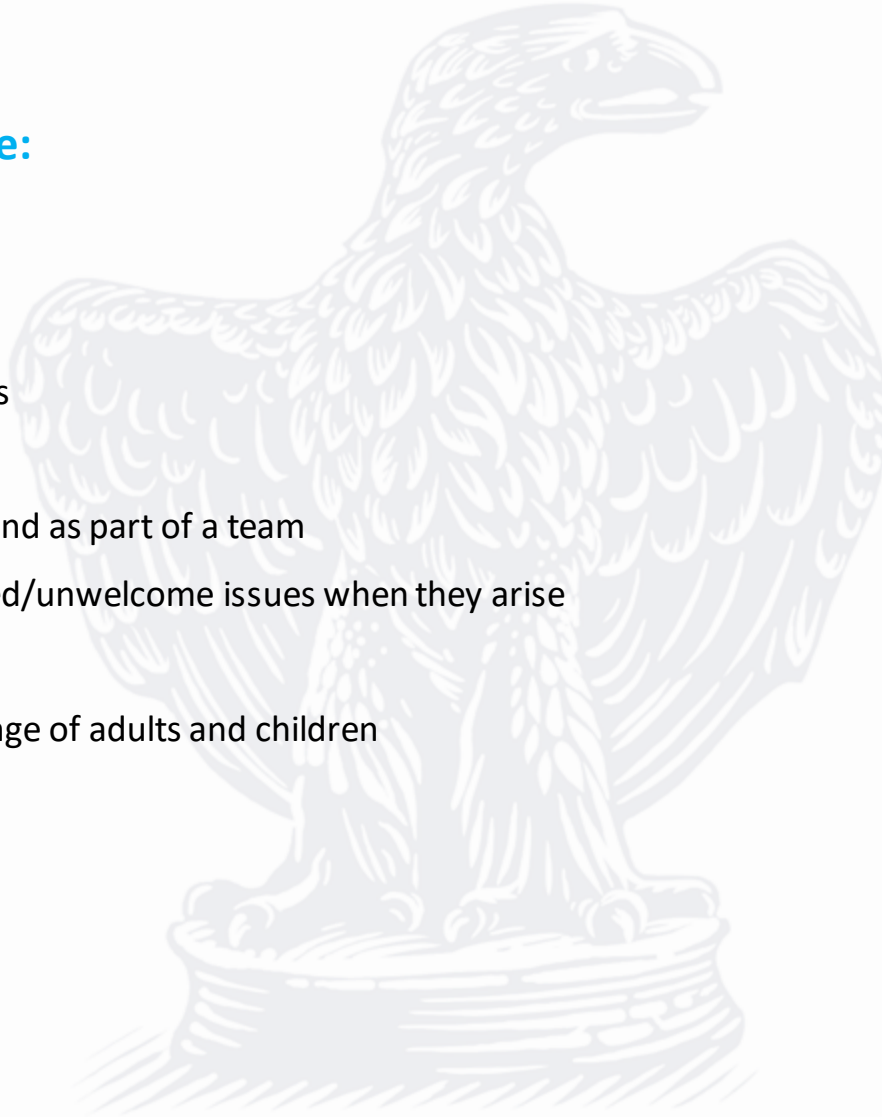
- Registered Nurse status
- A current First Aid qualification
- Evidence of working successfully as part of a team
- Experience of working with children of a similar age in a school or similar setting
- Commitment to maintaining the caring and supportive ethos of the school
- Good IT skills
- Ability to communicate effectively, both verbally and in writing with pupils, parents, colleagues, school-based staff, governors, and external bodies
- Excellent organisation and time management skills with the ability to prioritise and work to deadlines
- Flexibility and adaptability



# Person Specification

## The preferred candidate will be:

- Professional and knowledgeable
- Approachable and caring
- Proficient with administrative tasks
- Honest, punctual and reliable
- Able to work both independently and as part of a team
- Calm when dealing with unexpected/unwelcome issues when they arise
- Enthusiastic and committed
- Able to communicate to a wide range of adults and children





# A Belhaven Workplace – Terms and Conditions

## Contract of Employment

A Contract of Employment detailing terms and conditions will be drawn up on appointment. The appointment will be subject to a six months' probationary period and two term's notice period after the successful completion of the probationary period.

## Salary

A highly competitive remuneration package is available for the successful candidate.

## Pension

You will be automatically enrolled into the school pension scheme if you meet the eligibility criteria.

## Induction

As a new member of staff you will have a thorough and supportive induction process. This will include:

- A comprehensive tour of the school and facilities
- Meeting key members of staff
- Child protection and safeguarding training
- Health and Safety induction

The aim of the induction process is to help support you to integrate successfully into life at Belhaven and to equip you to successfully commence your role with us

## Professional development and appraisals

All members of staff are encouraged to participate in Continuous Professional Development and the school holds regular appraisals with staff.

## School Fee Remission

There is an immediate and generous school fee discount which is available in our Pre-Prep and Prep School.

## In-house Catering

Making sure our pupils and staff are well fueled is key, and food is something we take very seriously at Belhaven. Our superb catering team ensure that staff enjoy complimentary, good quality, healthy, balanced meals every day. They also cater for all types of diets and allergens.

## Wellbeing and the Belhaven Community

Great emphasis is placed on staff well-being and morale where a culture of mutual support for colleagues is encouraged and fostered. There is a very active Belhaven community and staff social events take place throughout the year.

## Leisure facilities

Complimentary use of our excellent leisure facilities when available, which include a sports hall, swimming pool, grass and astroturf tennis courts, putting green and all-weather pitch.

# Safeguarding, Equality, Diversity and Application process

## Safeguarding at Belhaven

The School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff to share this commitment. A copy of the School's Safeguarding and Child Protection Policy is available for download from the School's website [www.belhavenhill.com](http://www.belhavenhill.com). Please take the time to read this document.

## Equality and Diversity

It is the policy of this School to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

## How to Apply

If you are excited by the opportunity of playing such a key role at Belhaven, please download the application form on our website.

The following should then be submitted to Ms Isabella Bennett, Bursar, via: [bursar@belhavenhill.com](mailto:bursar@belhavenhill.com):

- Your fully completed application form (please note that you are welcome to submit your CV alongside your completed application form)
- A handwritten covering letter

## Interview process

Applications will be assessed against the information provided in this document. Longlisted candidates will be invited to attend a longlist interview which will be held remotely. Shortlisted candidates will then be invited to attend an interview held at Belhaven.

## References

Please note that references will be taken prior to interview unless indicated otherwise.

## Overseas Police check

Applicants who have lived outside of the UK for more than 3 months in the past 10 years will be required to provide a police check from their country/countries of residence.

## Key dates

Application closing date: Monday 20<sup>th</sup> November 2023