



Belmont

Belmont, Mill Hill Prep
Instilling values, inspiring minds

School Nurse, Term Time Only

Candidate Information Pack



INTRODUCTION

“The co-curricular programme engenders pupils’ interests as well as develops pupils’ knowledge, skills and understanding. This is a significant strength of the school.”

— ISI Inspection 2024

We are looking to recruit a School Nurse to join our small and friendly medical team. You will work and provide a high standard of care for our pupils across Mill Hill Schools.

Closing date for applications: 9.00am on Monday 19 August 2024

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the school:

Contract Type

PERMANENT, TERM TIME ONLY

Reporting To

FOUNDATION NURSE
MANAGER

10 Miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO MILL
HILL EAST TUBE STATION

Part of

MILL HILL EDUCATION
GROUP

Hours

40 HOURS PER WEEK

THE SCHOOL

Belmont, Mill Hill Prep

Belmont is the co-educational preparatory day school to Mill Hill School. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



THE MEDICAL DEPARTMENT

Belmont School Medical Room is staffed by an RGN and a HCA, who form part of the wider Mill Hill Schools Nursing Team. Although the nurses are primarily based in one school, they may work in any of the Mill Hill based schools as demands on the service require. Mill Hill Schools has a team of qualified psychotherapists offering counselling support. We have links to a number of local health care professionals in a variety of specialisms. The school employs a dedicated Sports Therapist, with whom the Medical Team work closely to support the Foundations' extensive sports provision, including the management of the concussion protocols.

The Medical Centre is open from Monday to Friday from 8.00am to 5.00pm, offering a drop-in service to all pupils, in addition to follow-up care for injuries, management of on-going health needs and emotional support.

The Medical Room at Belmont is housed in the main building and is well stocked with medications and equipment to respond to the most commonly encountered issues. Nurses also support outside immunisation campaigns, such as the nasal flu and HPV vaccinations.

Pupils attend the Medical Centre for a number of reasons, and the nurses use a holistic approach to develop individualised care. Pastoral care is the basis of all we do and is very strong across the Foundation. The Medical Centre Team works closely with Pastoral team and parents and guardians to meet the physical, emotional and mental health needs of our pupils. We are occasionally called out to attend illnesses and accidents across the site. We use all pupil interactions to deliver appropriate health promotion information.



JOB DESCRIPTION

Main Duties and Responsibilities

- The physical and mental health of all pupils of Mill Hill Schools
- Maintaining clear detailed records of all care; recording administration of medication, including Controlled Drugs; transferring and archiving of pupil records when they leave school
- Work collaboratively with outside agencies, school staff and parents to achieve the best outcomes for pupils
- In conjunction with the Foundation Nurse Manager provide support and training for staff in relation to medical issues
- Treat and deal with accidents and emergencies within the school
- Ensure all first aid provision, including fixed boxes and portable kits, is maintained in line with Foundation procedures
- Participate in immunisation programmes, supporting Community School Nurses where required
- To manage a group of pupils as their named nurse, ensuring appropriate care is given and care plans are regularly reviewed and updated.

Other

- In conjunction with the Foundation Nurse Manager ensure the Medical Centre is fully compliant with, and operates in line with current regulations including Health Protection Agency, the Nursing and Midwifery Council, Independent Schools Regulations and the National Minimum Standards for Boarding Schools

General

- Support the ethos of school and work in accordance with the school's aims and policies
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school
- Sharing responsibility for excellent pastoral care to which the Foundation gives high priority
- Contribute to the School Development Plan and Budget by assisting in identifying key priorities for development
- In conjunction with the Foundation Nurse Manager ensure compliance of all school administrative processes and procedures for ISI inspections
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other organisations and individuals as required
- Participate in training and development activities and programmes,
- Attend, participate in meetings as required
- Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Safeguarding
 - Health, safety and security
 - Confidentiality, and
 - Data Protection
- Perform any other duties as requested by the Foundation Nurse Manager as commensurate with the post

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

PERSON SPECIFICATION

Experience and Knowledge

Essential

- Registration with the Nursing and Midwifery Council
- Evidence of being an excellent practitioner
- Work professionally to the NMC code
- To demonstrate knowledge of latest specifications and regulations applicable to School Nurses
- Ability to analyse situations and problems and suggest strategies for improvement
- Excellent verbal and written communication skills, and strong stakeholder management skills
- Strong organisational and planning skills
- Excellent time management skills and ability to multi-task and prioritize work
- Experience of working in a fast-paced environment
- Attention to detail and problem solving skills
- Proficiency in MS Office (MS Excel, MS Word and MS Outlook) database packages and internet systems
- First Aid at Work Certificate or willingness to undertake it

Abilities, Skills and Attributes

- Ability to build and form working relationships with pupils, parents and colleagues, to work across operational boundaries
- Be able to manage and lead as well as work as a member of a team
- Demonstrate attributes of discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be creative problem-solver with the ability to think ahead
- Have good negotiation skills
- Excellent organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate a co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst ensuring the delivery of a high standard of care



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Monday 19 August 2024.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Belmont, Mill Hill Prep. A part of the Mill Hill Education Group.



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millhill.org.uk/belmont

Belmont

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Follow us @**MillHillBelmont**

