



## JOB DESCRIPTION REGISTERED NURSE

### THE SCHOOL

RMS is a leading independent girls' day/boarding School with 1000 pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.org.uk](http://www.rmsforgirls.org.uk) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff alike to share a commitment to self-improvement and personal development.

### THE ROLE

To provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community under the direction of the Senior Nurse. The provision will be in accordance with the NMC Code 'Professional standards of practice and behaviour for nurses, midwives and nursing associates' and in line with the current RMS school policies.

### JOB SPECIFICATION

- To support the Senior Nurse in the provision of an effective medical service as directed.
- To provide first aid and emergency treatment to all members of the school community as necessary.
- To maintain nursing records to a high standard ensuring confidential and accurate information recording of medical and personal information in line with RMS school policies. Including prompt effective communication with relevant parents and staff particularly in response to Safeguarding issues.
- To run daily drop in clinics for boarding pupils and provide confidential health advice and care on physical illness and mental health.
- To independently assess, implement and evaluate patient care of sick or injured pupils admitted to the medical centre daytime or during on call hours (within agreed levels of competence).
- To be aware of health and safety issues and school policies in the implementation of the daily medical practice.
- To provide childhood screening clinics as requested by the Senior Nurse.
- To support the nursing assistants in their daily role and assist in their development.
- To liaise closely with school staff and other medical services where appropriate.
- To provide medical awareness sessions and training as requested by the Senior Nurse.
- To share in on-call rota (see below)

### **On call**

The school provides a 24 hour on-call service to its boarders whilst they are in school, in which the Registered Nurse would be expected to participate on a rota basis. This involves being available to give advice over the phone to boarding house staff, or, on occasion, to come into school for assessment with the possibility of remaining with the pupil in the medical centre overnight or accompanying them to hospital. In practice, this service is actually called upon, on average, less than once a week.

### **PERSON PROFILE**

- The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team and with all members of the School community.
- Flexibility to meet the needs of the service users and requirements of the role.
- Flexibility in the working hours is essential due to the nature of the role.
- A willingness to work with others collaboratively and learn from them.
- An ability to disseminate nursing skills and knowledge to other members of the team and the wider RMS school community as directed by the Senior Nurse.
- A willingness to be open to new ideas/ways of working and flexible in their approach to all aspects of the role.
- Experience of teaching skills and training others.

### **PERSON SPECIFICATION**

Demonstrate a good knowledge of the NMC Code 'Professional standards of practice and behaviour for nurses, midwives and nursing associates' and an awareness of current medical issues and guidelines.

#### Experience and skills:

- Registered nurse or Registered paediatric/children's nurse with a diploma or degree qualification
- Holds current NMC registration
- Experience of working with children of varying ages
- Evidence of a commitment to continuing professional development
- Good computer skills
- Holds a current clean driving licence

#### Desirable skills:

- First aid at work qualification
- Safeguarding awareness training
- Experience of working in an educational setting

#### Personal Attributes:

The successful holder of this post will need to demonstrate that they are:

- able to remain calm in a challenging situation, focussing on the needs and wellbeing of the child.
- compassionate with a desire to help others with diplomacy and sensitivity.
- self-motivated, pro-active and flexible in their daily approach to the team's activities.
- flexible in their approach to working hours.
- a good role model.
- able to use their own initiative.
- able to take a professional approach towards communication and presentation.
- an effective time manager.
- understanding of their own resilience; able to identify and manage their own and others' stress.
- in possession of a good sense of humour.

## **TERMS OF EMPLOYMENT**

The terms of employment include:

- A permanent contract working 25 hours per week, over 5 days: Monday to Friday timings to be agreed with the Senior Nurse
- Term time only; payment will be for 40 weeks per annum, inclusive of five weeks paid holiday per academic year
- RMS Support Salary scale point S21 (£13.66 per hour) to S33 (£17.06 per hour) depending upon experience/qualifications
- On call one in three weekends and two-three nights per week, term time only, for which an additional allowance (retainer) will be paid; details available on request
- Attendance for some school events outside normal hours will be required as directed i.e. first aid cover, staff meetings, sports tournaments
- Access to the RMS Pension Scheme
- Free lunches when the School's catering facilities are open
- School fee discount – subject to terms and conditions of the policy
- Free car parking
- Preferential gym membership
- Access to an Employee Assistance Programme

## **DISCLOSURE AND BARRING SERVICE**

The School is a 'Registered Body' under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

## **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding 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 in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

## **Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.