

Appointment of  
**Permanent**  
**Part time during term time**  
**School Nurse**

To start as soon as possible



The Godolphin and Latymer School  
Iffley Road  
Hammersmith  
London W6 0PG

T: 020 8735 9555  
F: 020 8735 9596  
e-mail: [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com)  
[www.godolphinandlatymer.com](http://www.godolphinandlatymer.com)

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# Working at Godolphin and Latymer

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Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea.

## Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

## The vacancy

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We are seeking to appoint a School Nurse. This is a part-time post working 3 days a week, term time only.

The successful candidate will be highly motivated and enthusiastic about working with young people. They will have a relevant nursing qualification, along with excellent communication and interpersonal skills, including strong capacity for working as part of a team.

The Medical Centre is integral to the School community and is designed to meet a wide range of day to day needs such the physical needs of pupils and the administration of first aid, as well as helping pupils who are in need of emotional support. The Medical Centre also provides assistance to members of staff.

# Your professional duties

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

## **Appraisal**

- 1 Participating in any arrangements that may be made for staff review.

## **Further training and development**

- 2 Participating in arrangements for your professional development

## **Child protection, discipline, health and safety**

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

## **Staff meetings**

- 5 Participating in meetings at the School which relate to whole-school issues.



# Job description

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The School Nurse is responsible to the Senior School Nurse. The medical team reports to the Senior Deputy Head (Pastoral).

Responsibilities of the post include:

## **Medical and first aid**

- Ensuring that girls and staff are seen promptly and any further treatment is identified. Administering first aid and care of pupils until they are able to return to class or are passed into the care of parent, guardian or other health professional.
- Dispensing of medication as appropriate.
- Advising pupils and staff on medical issues and adolescent physical health and emotional wellbeing.
- Overseeing arrangements for pupil immunisations as provided by the NHS immunisation team.
- Liaising with the teaching staff and parents about individual or general health issues.
- Giving PSHE sessions on health related topics such as puberty and providing advice on a one-to-one basis.
- Monitoring and providing continuing care for pupils with special medical needs; ensuring they have an up to date care plan, arranging for the safe keeping of their medication and ensuring it is within its use-by date.
- Ensuring that staff have sufficient medical information and training to care for pupils whilst on school trips, including day, residential and overseas trips. Providing relevant first aid kits and adjusting contents according to activity and location.
- Checking all first aid kits termly, replenishing as necessary and ordering supplies.
- Providing epi-pen and asthma training for staff.
- Updating the records on iSAMS of girls with special medical needs so that up-to-date records are kept.
- Providing occasional first aid cover for School events.
- Undertaking health surveillance of the girls.

## **Communication and record keeping**

- Liaising with relevant members of staff on any issues that may arise through the care of a pupil in the medical centre.
- Working in close partnership with the school counsellors to ensure holistic health and wellbeing for girls and staff.
- Attending weekly medical team meetings with the Senior Deputy Head (Pastoral), as well as other relevant meetings such as staff briefing.
- Liaising with parents or other health care professionals, ensuring that accurate records are kept of conversations and any actions taken.
- Entering relevant medical information onto isams from the confidential medical questionnaire, completed by all new pupils prior to starting at Godolphin and Latymer.
- Making sure that all staff are made aware of pupils in school with a special medical need via the special medical needs poster and asthma list.

The list of duties is not exhaustive and includes any reasonable additional requests.

## Person specification

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	Essential	Desirable	Method of assessment
<b>Education / qualifications</b>	<ul style="list-style-type: none"> <li>Registered general nursing qualification (Adult or Paediatric) with current NMC registration.</li> </ul>	<ul style="list-style-type: none"> <li>To be trained to level 3 child protection training, or to be willing to be trained to this level.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Appropriate certificates</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Post-registration experience in nursing.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of school nursing, practice nursing or adolescent mental health.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Appropriate certificates</li> <li>References</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills, and the ability to interact with people at all levels.</li> <li>Computer literate.</li> <li>Excellent record keeping.</li> <li>Good organisational skills.</li> <li>Good attention to detail.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interviews</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of pupils.</li> <li>Works well as a team and independently.</li> <li>A willingness to complete the first aid at work certificate.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interviews</li> </ul>
<b>Knowledge / understanding</b>	<ul style="list-style-type: none"> <li>Understands and respects the school's lines of communication.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interviews</li> </ul>

# Salary, hours and benefits

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## Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

## Hours

This is a part time post working 3 days a week during the term time only. Flexibility with days may occasionally be required, but the days will typically be Monday, Tuesday and Wednesday from 10.00am to 5.00pm on each day during the term time and the full week in which each term begins and ends.

## Benefits include:

*Staff Fee Remission* – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

*Medical staff on site* – during term time, the School employs two School Nurses providing daily cover, a School Doctor is on site for half a day every week, and two School Counsellors each work two days per week. All medical staff are available to employees of the School.

*Enhanced sick and maternity/paternity pay arrangements* – the School offers additional support to staff via its sick and family friendly policies.

*Pension Scheme* - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

*Personal Accident Insurance* – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

*Private Medical Insurance* – membership of a private medical insurance scheme is available at a reduced rate.

*Advance purchase of travel cards with monthly repayments* – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

*Cyclescheme* – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

*Lunches and Refreshments* – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

*Fitness Facilities* – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

*Staff wellbeing* – there is a selection of wellbeing sessions available to staff, including acupuncture, massage, mindfulness, yoga, zumba, rock climbing and kickboxing.



# Application

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Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Office at the School by post or by email to [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com) **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

**There is no closing date for this vacancy.**

**Applications will be considered on receipt and interviews will take place as soon as possible.**

## **Equal Opportunities**

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

## **Safeguarding**

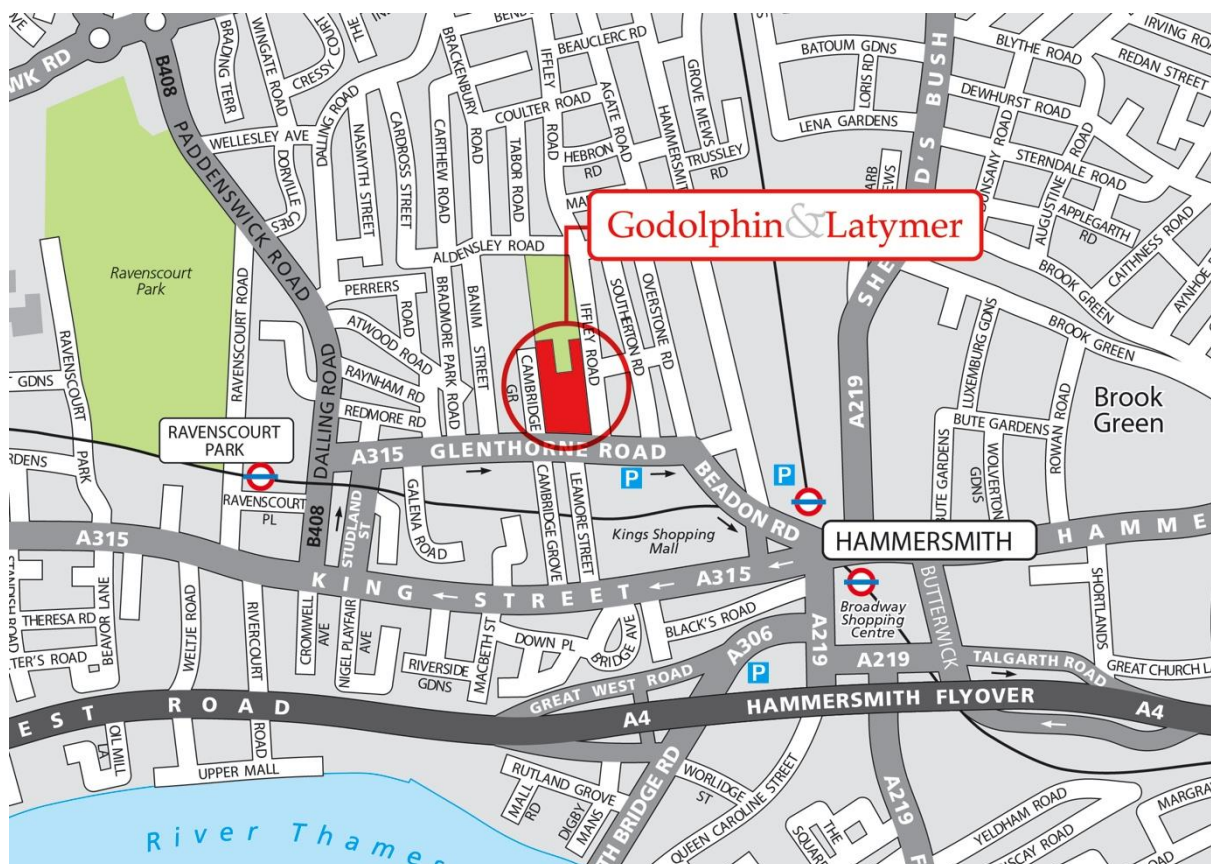
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

## **Charitable status**

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

# Location

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## Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)  
Ravenscourt Park (District Line).

## Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

## By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

## Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

## On Arrival

Please report to Security.

