



CHELTENHAM COLLEGE

School Nurse (Band 5 /6 Equivalent) Cheltenham College Health Centre 35 hours per week

The College and The Prep

The College consists of two independent fee-paying schools within a single executive structure. The Senior School (pupils from 13 – 18) was founded in 1841 and is predominantly a boarding school of some 660 pupils. Following the purchase of a new boarding house numbers are expected to increase to around 720 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake, and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, with both day and boarding pupils, and takes pupils from 3 to 13. The majority of pupils sit either for Scholarship exams or Common Entrance for The College, but The Prep also supplies many other Independents as well as the local Grammar schools. There are approximately 400 pupils at present.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama, and music.

The Role and The Department

The welfare team are responsible for helping to manage any physical or emotional problems that may develop in a pupil during their time at College. We treat acute injuries and illness, as well as managing chronic conditions, and responding to potential emergency situations. We pride ourselves on treating pupils as individuals, and helping to support them throughout their time at College

We offer a full GP service to the boarders and some of the day pupils who are registered with the College doctors. The role is similar to that of a Practise Nurse and involves triaging patients, administering routine vaccinations, travel vaccinations, phlebotomy and monitoring pupils. Throughout the day we are a drop-in centre; pupils present with a broad range of ailments ranging from a three-year old who's had a simple trip to an eighteen-year old with a broken ankle or concussion. We also triage members of the wider college community, including visitors on site, if required.

With the rising incidence in Mental Health issues in adolescents we are increasingly providing emotional support and signposting pupils to enable them to get the best advice and attention. That may involve referring them to the GP or our in-house Student Support Services. The ability to really listen and engage with children and adolescents is an essential part of the role.

The postholder would be required to be a link nurse for a number of boarding houses, developing close working relationships with the Matrons, educating them in Medical Matters, and monitoring the pupils in those houses as well as supporting teaching staff in managing pupils with medical concerns.

The role of a School Nurse is really quite unique and diverse with interaction with a large number of stakeholders on a daily basis (pupils, parents, guardians, GP's, teachers, sports staff etc.). Applicants will need to be adaptable in their communication style as well as confident, friendly, and approachable.

The Health Centre is open from 8-6 Monday to Saturday inclusive and you would be expected to work on a rota-basis with a Saturday shift every 4-5th week. This is a term time plus 2 weeks' role, so the post-holder would be required for pre-term administration and preparation for a number of days prior to the start of term start as the service requires.

To get a real feel for the role, it is recommended that you call Lead Nurse, Fiona Parry, on 07946 364618 prior to application to discuss what the post entails.

Person Specification

Essential Candidate Requirements:

- Current Nursing Registration and a valid NMC PIN number
- Experience in Emergency Care, Paediatrics, School Nursing or Primary Care.
- You must be confident working independently to triage, treat, and refer patients as appropriate.
- Experience of working with children and young adults within the healthcare setting and an appreciation of their varying and unique physical and emotional needs as they progress to adulthood
- Excellent communication skills, using a variety of media including verbal, written, and social media
- The ability to explore sensitive issues with tact and patience
- IT literacy. We use System1, Office 365, ISAMS, and CPOMS. Experience is desirable but training will be provided
- A flexible approach to work and time-management
- Ability to be proactive, using own initiative with a focus on wellbeing and a holistic approach to health
- Clear understanding of confidentiality issues, consent & Data Protection
- Team-player attitude with a sense of humour and the ability to work well within a busy department whilst demonstrating professionalism and clinical judgement.
- Commitment to learning and self -development, and willingness to undertake training courses as required

Desirable Candidate Requirements

- Experience of Travel Vaccination Administration/ Travel Vaccination Course
- Experience in dealing with child / adolescent Mental health issues
- Phlebotomy Skills
- Asthma Management
- Safeguarding Children
- First Aid at Work Certificate (or willingness to undertake+/- Train the trainer Course)
- Teaching Qualification
- Sexual Health Experience

Job Description

Key working

The post holder will be expected to work with a wide range of people, both adults and children and show evidence of strong interpersonal skills.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- a. Adhere to the NMC Code of Professional Conduct for Nurses and be conversant with the Scope of Professional Practice and other NMC and RCN advisory papers.
- b. Exercise awareness of professional responsibilities by organising own work to include time to become familiar with and, take the opportunity for, personal and professional development in line with Post Registration Education and Practice (PREP) and Continuing Professional Development (CPD) standards.
- c. Work with health professionals, children, parents and College staff to develop care plans for children with complex health needs and to safeguard the children in our care. Enhanced DBS Clearance required.
- d. Possess a flexible approach to work and time management in order to facilitate smooth running of Health Centre.

Quality Assurance

- a. Act as a role model for more junior nurses and other members of the multi-professional team to develop and demonstrate best clinical practice and competence.
- b. Keep professionally up to date with school nursing practice and public health nursing.
- c. Clear understanding of confidentiality issues and data protection.
- d. Clear understanding of Gillick Competency

Organisation

- a. Liaise closely with the matrons and other key staff involved in pupil health and wellbeing and maintain and further develop positive and effective communication.
- b. Participate in teaching and training of college staff and pupils if required.
- c. Develop close links with House matrons and staff in boarding houses

Communication

- a. Foster effective and mutually supportive working relationships between the Health Centre and the wider College community whilst putting the pupil at the core of what we do.
- b. Be approachable and able to communicate effectively with different age groups with tact, warmth and openness.
- c. Share appropriate information with appropriate people.

Clinical

- a. To be an excellent clinical role model when planning and delivering high standards of nursing and welfare care for pupils and staff.
- b. To ensure that on a day-to-day basis the needs of pupils are assessed and managed appropriately, sensitively and in-line with college protocols and procedures.
- c. Skillfully provide first aid and emergency care as necessary for any pupil or adult on site.
- d. To ensure that record keeping is in-line with NMC guidelines.
- e. To ensure that if a boarding school pupil becomes unwell that their matron is informed, and they are escorted to their house.
- f. To ensure that day pupils who fall sick within the school day are monitored and cared for until such time as their parent or guardian is able to collect them.
- g. To ensure that any pupil, when indicated, is referred to GP or A & E and be responsible for the organisation of care until the parent can take over.
- h. To keep the House Matrons and Housemasters/mistresses informed of any issues with pupils in a timely and effective manner in line with protocols.
- i. To assist in coordinating and administering vaccinations for the boarding community.
- j. To work confidently with initiative, using problem-solving approaches as required.
- k. Liaise with Student Support Staff and engage them where indicated and with prior consent.

- l. Possess a clear understanding of consent issues
- m. Show an appreciation and understanding of varying physical and emotional needs in a patient group ranging from 3 years, to adolescent, to adulthood.

Education, training and development

- a. Take responsibility for self-development and identifying training and education needs and participate in internal and external study.
- b. Demonstrate an ongoing commitment to self-development and an ability to inspire the same in your peers.
- c. Assist and support the team in their development and ensure they are following clear objectives.
- d. Provide teaching and support for the House Matrons and House Master/Mistresses and be a point of contact and source of health-related information for them.
- e. Develop relevant topics of interest and share knowledge within the college setting, for example, eating disorders, mental health wellbeing, sexual health.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Terms and Conditions

- Salary: will be pro-rated to reflect the term-time only working and based on £18.57-£21.00 per hour + accrued holiday pay.
- Hours of work: 35 hours per week during term time, plus 2 weeks in the holidays (35 weeks in total)
- Hours worked on a rota basis including 1 in 4/5 Saturdays.
- Members of staff can use College sports facilities at staff allocated times
- College pension scheme
- Subsidised health scheme membership (Benenden)
- Staff discounts at local retailers and other providers

September 2019