



St George's  
WEYBRIDGE

# Candidate Information Pack

## Nursing Sister



[www.stgeorgesweybridge.com](http://www.stgeorgesweybridge.com)



# St George's

WEYBRIDGE



# St George's Weybridge

Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic order of Josephites, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a 'one-school' principle, educating in excess of 1,600 students across the two school sites.

At St George's we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting time here at St George's Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our forthcoming 150 year anniversary, work is underway on an exciting new architectural development for the College that will transform our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength, with the latest addition, "The Ark", with its state of the art classrooms, resource areas, IT suite and outdoor learning areas.

Our Schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the nine business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George's Weybridge and this pivotal role. We recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.



*Mrs Rachel Owens*  
Headmistress, St George's  
College



*Mr Greg Cole*  
Bursar and Clerk to the  
Governors



*Mr Antony Hudson*  
Headmaster, St George's  
Junior School

# Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George's College and St George's Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George's Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George's College and St George's Junior School are Roman Catholic schools which welcome students from all Christian denominations. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George's Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's and continuous professional development is actively encouraged and supported.

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George's Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff.

## What Our Staff Say

"From the moment I drove into St George's College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George's has enabled me to settle in very quickly and comfortably into the Georgian Family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff." **Oliver**

"I can honestly say I love working at St George's and enjoy coming into work every day. The people at St George's make the school what it is today and I feel extremely lucky to be part of this community." **Laura**

"St George's Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other's skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the 'Georgian family!'" **Angela**

"Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included." **Toby**

# The Role

<b>Job title:</b>	Nurse Sister
<b>Line Manager:</b>	Pastoral Deputy Head
<b>Salary:</b>	Salary equivalent to NHS Band 7, dependent upon qualifications & experience
<b>Hours:</b>	8am-5pm, Monday to Friday, in term time (36 weeks) plus three weeks of school holiday time for administrative tasks and professional development, plus four weeks paid holiday (43 weeks in total).  The Nurse Sister is entitled to a 1 hour unpaid lunch break, given the nature of the role and responsibilities a degree of flexibility and management of workload will be required with the expectation to remain on-site and contactable during this time in case of emergencies.
<b>Contract:</b>	Permanent contract from January 2019 Full-time or part-time job share considered

## Overall summary of role:

To provide a professional school nursing service that advances the wellbeing of students and staff by supporting students with health needs and giving first aid care to all members of the College community. To lead on first aid training for staff and to clinical support the nursing team at the Junior School.

## Main duties & responsibilities:

### Management /Professional

- Adhere to the NMC code of professional conduct and be conversant with other NMC advisory papers.
- To act as the clinical supervisor to the nurse team at the Junior School.
- Use evidence-based practice to maintain a high quality school nursing service to all pupils.
- Ensure that a code of confidentiality is developed and adhered to.

### Nursing

To provide a high standard of care to pupils, staff, on site visitors and, on an occasional basis, to members of the resident Josephite community on an immediate and an emergency care basis. This will include to:

- Ensure care plans are developed, written, monitored and evaluated for pupils where required, and liaising with pupils, parents and providing support to relevant teaching staff in their dealings with students in the classroom and in extra-curricular activities.
- Treating students as appropriate with the aim of encouraging students to return to their normal timetable as soon as possible.
- Administer medication according to school policy.
- Support pupils with acute and chronic medical conditions as appropriate.
- Provide first aid, emergency care and treatment as necessary.
- Provide a confidential counselling and health advice service as needed.
- Carry out health interviews for all new pupils.
- Follow good practice and specific directives on immunisation procedures relevant to the school community in association with Virgin Health.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Maintain safe storage, usage and disposal of medical supplies and drugs.
- Maintain Medical Centre stock, hygiene and tidiness.

**Health Education**

- Responsible for providing first aid training updates to staff in accordance with school's First Aid Policy.
- Arrange for staff to attend first aid training and maintain appropriate number of qualified first aiders as recommended by the Health and Safety Executive.
- Promote health throughout the whole school community.
- Support teaching staff in the delivery of personal, social and health education as appropriate.
- Work with the Pastoral Deputy Head to ensure latest directives on health, wellbeing and medical issues are promoted.

**Administrative**

- Maintain health and nursing records accurately and confidentially to a high standard within NMC guidelines.
- Record dispensing of medication according to current protocols.
- Where necessary, arrange to get the student/person home safely or to alternative care, e.g. the individual's GP or to hospital.
- Maintain general office procedures.
- To produce and manage the annual budget for the Medical Centre.
- Regular auditing of medical supplies.

**Health and Safety**

- Maintain an involvement in and awareness of health and safety issues within the school.
- Serve on the College Health and Safety Committee.
- Monitor and evaluate policies relating to the Medical Centre.
- Check and restock first aid kits in school.
- Prepare first aid kits for school trips and advise staff on medications and any medical issues.

**Liaison**

- Work closely with parents, all staff and Junior School nurses to provide high quality care. For pupils and support to staff and pupils at times of crisis e.g. accident, bereavement and illness.
- Work with Social Services and SSCB when necessary.
- Membership of local area Independent School Nurses support group.
- Work with the College Counsellor where appropriate.
- Attend Pastoral team meeting and any other meetings as required.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

# Person Specification

Attributes	Essential Criteria	Desirable Criteria
<b>Qualifications, education and training</b>	<ul style="list-style-type: none"> <li>• Registered General Nurse (RGN) or equivalent</li> <li>• Valid NMC registration</li> <li>• Evidence of commitment to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Instructor certificate or similar</li> <li>• Specialist school nursing qualification</li> <li>• Nutrition and food allergy training qualification</li> <li>• Full clean driving licence</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Minimum five years' experience, post nursing qualification, ideally in paediatrics or practice nursing</li> <li>• Demonstrate knowledge and understanding of current medical issues and first aid</li> <li>• Knowledge of Health and Safety matters</li> <li>• Understanding and working knowledge of Safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> <li>• Experience of working with children</li> <li>• Knowledge of nutrition and dietary allergies</li> <li>• Working knowledge of SIMS database</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work independently, providing advice and treatment for injuries and illness, without back up on site</li> <li>• Excellent communication and interpersonal skills, clear, concise and empathetic</li> <li>• Ability to adhere to confidentiality requirements and act with discretion and tact when dealing with sensitive matters.</li> <li>• Ability to prioritise workloads and meet deadlines</li> <li>• Excellent administration skills</li> <li>• Computer literacy (MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling and listening skills</li> <li>• Ability to embrace change positively</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Empathetic and adaptable</li> <li>• Friendly and approachable</li> <li>• Self-motivated and committed to continuous professional development</li> <li>• Confident and decisive</li> <li>• Flexible approach to workload in terms of responsibilities and hours</li> </ul>	<ul style="list-style-type: none"> <li>• Good sense of humour</li> </ul>

# Benefits

**Pension:**

Subject to meeting the qualifying conditions all Business Staff are automatically enrolled in our work place pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% of your salary or trebling to 15% for long-serving employees.

**Holidays:**

The post holder will accrue four weeks annual leave which will be taken during the school holidays and paid as salary. Please note that holidays during term time are not permitted.

**Fee Remission Scheme:**

All staff on permanent contracts of employment are eligible for School Fee Remission as per the scheme operating at the time. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

**Meals:**

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy.

**Life & Personal Accident Insurance:**

Life insurance is provided through MetLife, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

**Employee Assistance Programme:**

Benenden is a free confidential counselling and medical advice helpline available 24 hours per day, 7 days a week.

**Employee Loans:**

Staff can apply for interest free loans in the case of hardship or for training, travel costs etc.

**Holiday Camps & Local Retailer Discounts:**

Discounts are available to all permanent staff on holiday camps and activities hosted at St George's Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George's.

# Conditions of Employment

## **Initial Period of Employment:**

Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## **Notice Period:**

One week on either side during the Initial Period of Employment, thereafter:

Three Months

## **Pre-Employment Vetting Checks:**

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

## **Safeguarding Children:**

The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the 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 he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## **Dress Code:**

A navy blue nurse's uniform of the Nurse's own choosing should be worn at all times whilst on duty.

## **Additional Working:**

There is a requirement for attendance at major school events outside normal working hours. Neither overtime nor time-off in lieu are applicable in this position.

## **Place of Work:**

The School Nurse will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

## **Data Protection and Confidentiality:**

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## **No Smoking Policy:**

St George's College and St George's Junior School operate a no smoking policy.

# Your Application

To find out more about the post or the school, in the first instance please contact Sally Hall, Pastoral Deputy Head, for a confidential discussion or to arrange an informal visit:

Tel: 01932 839300 ext 3304

Email: [SHall@stgeorgesweybridge.com](mailto:SHall@stgeorgesweybridge.com)

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to [humanresources@stgeorgesweybridge.com](mailto:humanresources@stgeorgesweybridge.com).

**Closing date for applications: Midday on Monday 12 November 2018**

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our **Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies** which are available at:

<http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St George's Weybridge is an Equal Opportunities Employer and a registered Educational Charity. We look forward to receiving your application.

