



OUNDLLE

School

Job Title: Lead Nurse

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 260 day pupils attend Laxton Junior School. The School has a turnover in excess of £30m and a staff of 730.

The Health Centre provides medical care and health services to boarders and day pupils across the School and a limited service to staff; it is integral to the health and wellbeing of pupils. The School Doctors operate GP surgeries for the boarders (under the NHS) at the Health Centre. A team of Registered Nurses provide a range of health services, including nurse-led clinics, sports day emergency treatment, routine and travel vaccinations, overnight provision and advice on health related matters. They are the first port of call for all medical issues beyond the provision of homely remedies in boarding houses and Laxton, and work closely with the rest of pastoral team to ensure the medical wellbeing of our pupils. Other services at the Health Centre include physiotherapy and counselling and the Mental Health Lead and Counsellor maintains strong links with the Lead Nurse. The Health Centre has twelve beds so pupils can be monitored and stay overnight if necessary; the Registered Nurses provide a presence in the Health Centre at all times and sleeping facilities are provided for use when appropriate. The Lead Nurse also works some weeks out of term time on strategic, planning and preparation matters.

The Lead Nurse will need to develop a visible profile in the School and be able to lead effective and sustainable change amongst the nurses in the Health Centre, in order to provide the required service.

Department: Health Centre

Department/Team: Health Centre

Responsible to: Deputy Head Pastoral

Responsible for (staff): A team of Registered and Bank Nurses, 1 Health Care Assistant, 1 Health Centre Administrator, 1 Deputy Lead Nurse

Job Purpose

The Lead Nurse takes overall responsibility for the day-to-day management of the facility to ensure the highest level of care for pupils.

The Lead Nurse will be responsible for the service improvement of the Health Centre in line with recommended best practice guidelines from the Royal College of Nursing, Boarding Schools Association and other regulatory bodies as necessary. The role will be expected to undertake clinical practice alongside the Health Centre team

In conjunction with senior management, the Lead Nurse will set the framework for the provision of care for pupils, liaising with relevant departments as necessary. The job holder must ensure that the Centre provides a clinically effective, high quality and efficient response to any medical queries or situations, whilst ensuring a caring approach is maintained. The Lead Nurse must take a proactive role in promoting health awareness and providing medical education and support to key areas of the School, as well as providing guidance on health issues for staff.

The post holder will have a Deputy Lead Nurse who will be a fulltime member of staff. The Lead Nurse will work with the Deputy Lead Nurse to ensure the duties and responsibilities below are carried out effectively in conjunction with the wider team

The post holder will liaise with the Practice Manager as appropriate and as defined from time to time by School Leadership. He/she will also oversee and support the work of House Matrons in the medical aspects of their role.

Duties and Responsibilities

Management

- Ensure opportunities for service improvement are identified and implemented where appropriate, recognising and responding to changing School and Health Centre requirements.
- Identify opportunities for improving and developing management practices and operational procedures to ensure a compliant and cost effective service
- Ensure the Health Centre Team's mandatory and core clinical training requirements are met and recorded in accordance with NMC guidelines.
- Ensure the nursing team and other relevant staff are kept up to date with training and development on School procedures and policies and there is a process in place for team communication, ensuring seamless and continuous care for pupils.
- Identify skills and competencies required for each nurse and through the appraisal processes set objectives for learning needs through formal training, supervisory sessions, distance learning. Thereafter, undertake assessment of the progress or achievement of skills and competencies of each Team Member as part of their annual performance review and NMC registration and revalidation.
- Plan and implement annual rotas for the Nursing Team and the Health Centre Administrator, ensuring an appropriate level of cover is made available for the provision of an efficient and effective service that meets the needs of the School at all times.
- Co-ordinate and manage recruitment for the Health Centre and plan induction programmes.
- Manage the Health Centre budget and spend.

- To support with interviews where roles have a requirement to provide health care activities
- Liaise with the Estates Department regarding maintenance and the continuous improvement of the Health Centre Facilities.

Clinical

- Though supernumerary to the rota, the post holder will be expected to provide an additional clinical resource during weekly peak periods and absence.
- To be responsible for the standard of nursing care for all patients through ensuring correct processes and procedures are implemented and kept up to date; and that staff have the required skills to meet the standard of care at the recommended level.
- Ensure the smooth running of the doctors' clinics.
- Manage the process for new pupil registration ensuring the appropriate medical information is received and that health checks are carried out for new pupils.
- Undertake immunisation programmes, including for overseas travel.
- Oversee the work of the nurse team as Link Nurses for boarding houses; link nurses provide health advice, including sessions on key topics such as smoking and health and wellbeing and are a support for the House staff and as a point of contact for a pupil, and their parents, where there is a specific health concern.
- Organise a system for appropriate sharing of medical information including care plans, their population and appropriate dissemination to all who need them, including staff leading trips.
- Ensure safe storage, use and disposal of medical supplies and safe disposal of clinical waste.
- Ensure adherence to best practice in respect of infection control.
- Ensure that appropriate audits are carried out on individual Matrons' adherence to medical protocols.
- Ensure that Health Centre statistical records are maintained and distributed to relevant groups.
- Ensure a comprehensive and accurate process of record keeping is in place, maintaining appropriate levels of confidentiality at all times. This will involve use of the School database, iSAMS, and SYSTMONE.

Provision and lead on training in health related issues

- Take ownership for and develop all policies and standards relating to medical provision in the School for sign off by line manager before updating school management.
- To use research based practice to plan, deliver and evaluate School nursing interventions throughout the School.
- To liaise closely with the Head of Learning for Life (PSHE) and other key staff on Termly topics, ensuring there is provision and access to a range of Health promotion materials and a co-ordinated Health Centre participation in a 'whole school approach to health'.
- Provide training for staff on supporting children with medical needs in School.
- Lead the provision of training and support for the Matrons on basic medical issues and updates to maintain and improve best practice in areas such as medical book record keeping, asthma, Epipens, first aid focus points.
- Organise regular team meetings and sessions focussing on significant event analysis and forward planning.

Professional

- Maintain accurate contemporaneous records on the NHS and School systems in accordance with organisational policies, including IT, while adhering to the Health Centre Policy on Confidentiality and Information sharing.
- Keep up to date with practice and professional development to fulfil the revalidation criteria set down by the NMC – both for self and the team.
- To ensure that National Minimum Boarding Standards for medical provision are adhered to at all times.

Internal & External Contacts and Key Relationships

- The post holder is expected to work in partnership with pupils, parents, school staff, School doctors, Lakeside Oundle Surgery and other appropriate agencies.
- The post involves communicating with all staff groups using all forms of communication across the school.
- Attend Health and Safety committee meetings and supervisors' meetings
- Liaise with the School's Mental Health Lead and Child Protection and Welfare Group and assist in the provision of welfare support for pupils through the provision of Nurse led clinics as appropriate.

To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

The job holder will have an annual appraisal with feedback gained from the key stakeholders.

The Health Centre is embedded in the wider school community and opportunity exists, should that be desired, for the post holder to contribute to the broader life of the School.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Note:

Every job description in the organisation will be subject to a review either:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

It is the shared responsibility of the job-holder and their Manager to ensure that job descriptions are kept up to date.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
<ul style="list-style-type: none">• Registered Nurse on the Nursing and Midwifery Council Register with significant post registration experience• Degree level nursing qualification• Valid NMC registration PIN	<ul style="list-style-type: none">• Paediatric First Aid• Prescribing qualification
SPECIALIST SKILLS & EXPERIENCE	
<ul style="list-style-type: none">• Good understanding of clinical governance• Experience of dealing with nursing in specialist areas relating to<ul style="list-style-type: none">- children and young adults- accident and emergency, or minor injuries• Excellent interpersonal skills• Proven leadership experience of managing and motivating a team.• Computer literate – sound knowledge of Microsoft office	<ul style="list-style-type: none">• Experience of working in a school environment, particularly a boarding school• Experience of initiating and implementing small projects• Previous experience of managing budgets• Proven experience of change management – people and processes
PERSONAL QUALITIES	
<ul style="list-style-type: none">• Confident, calm and tactful communicator with good listening skills, at all levels• Makes clear and informed judgements, particularly in challenging situations• Ability to build positive working relationships• Uses own initiative appropriately and prioritises well.• Is adaptable but understands the boundaries of a role• Excellent organisational abilities with a thorough approach ensuring completion of any initiatives• Thorough with ability to think strategically• Empathetic approach	<ul style="list-style-type: none">• Networking skills

EMPLOYMENT INFORMATION

This post is subject to a six month probationary period. On completion, you will be expected to participate in the School's appraisal system. All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

Working weeks:

41.4 working weeks. When adding on your pro-rata entitlement to holidays, you are paid for 46.38 weeks.

Hours of Duty:

You will be expected to work the hours required to complete the job effectively; it is anticipated that on average this will be 40 hours per week. The normal working week is Monday to Friday, although due to the nature of this full boarding school role, there will be occasions when you are required to be flexible for the needs of the School.

The role will include some evening, weekend and overnight work, expected to form approximately 20% of your working pattern. It is recognised that due to work peaks, particularly during term time, that a significant amount of hours may be worked in excess of 40 per week and therefore, a more flexible working pattern and additional time off in lieu can be practised to compensate for this – this will normally be during School holidays, but may be in term time depending on the operational needs of the role. You are expected to act in a professional and responsible way over this arrangement, by managing your own time off but ensuring your line manager is notified accordingly.

Salary: £46,030 FTE, £41,055 pro rata

Holidays:

All holidays must be taken during Oundle School holiday periods, not during term time. You will be required to work the last week of the summer holidays and ensure appropriate close down / preparation of the Health Centre at the start and end of each term. Holiday entitlement for staff working 52 weeks will be 28 days' paid holiday in each complete holiday year, inclusive of bank and public holidays. This will be pro-rated for staff working less than 52 weeks. The public holiday dates will be published annually and communicated to staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

Pension and Life:

Oundle School Group Personal Pension Plan, with all eligible support staff being enrolled under the auto-enrolment legislation. Contributions from employee and School.

Life Assurance - a sum equal to three times contracted annual salary on death in service (once probationary period successfully passed). The School reserves the right to modify or discontinue the Life Assurance Plan at any time.

Closing date: 07/12/2018 (9am) - First interview date: 14/12/2018 - Second interview date: 11/01/2019

Application forms should be returned to:

Vania Murphy, Recruitment Officer, Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE; Email: recruitment@oundleschool.org.uk / Tel: 01832 277196