



**School Nurse**  
Required for September 2021





# WELCOME

Thank you for considering the role of School Nurse at North London Collegiate School.

North London Collegiate School was founded in 1850 by Frances Mary Buss, a pioneer in girls' education, and was the first girls' school in the UK to offer girls the same educational opportunities as their male counterparts. We aim to nurture and develop independently minded young women who have the drive to take advantage of the most of any opportunity they encounter and the desire to make a positive difference in the world.

As the Good Schools Guide 2020 says, "If you're looking for an unashamedly ambitious and academic school, look no further".

We are proud of our reputation as one of the top academic schools in the country, consistently achieving excellent results and with an impressive record of our students securing places at Oxbridge, Ivy League and other top universities. However, examination success is only part of the picture. As I explained in a keynote speech at the national Girls Schools Association conference entitled "Keeping Scholarship at the Heart of Education", at NLCS we often say our girls are not students of history or computer science, but they are historians and computer scientists, such is their passion for their subjects.

Thank you for your interest in this post. I look forward to meeting you in the future.

Best wishes

Sarah Clark, Headmistress

# The School

Founded in 1850 and occupying an estate dating back to the 18<sup>th</sup> century, North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra curricular achievement. North London Collegiate is an academically selective school with around 780 students in the Senior School and over 300 pupils from the age of 4 in the First and Junior Schools. The School aims to provide an ambitious education for all its students through our established values of academic endeavour, excellence, pastoral care and international mindedness.

Examination results are outstanding, regularly placing the School in the top ten in The Times and The Telegraph League tables. In 2019, 89% of GCSE results were awarded grades 9/8, placing NLCS as the top performing school in the country. In addition to A levels, we offer the International Baccalaureate in the Sixth Form and have had an outstanding record of success. Our students gain an average point score of 40 or more, placing us as one of the highest-achieving IB schools in the world. Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of University destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our Alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and the law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as FI in schools, chess, Young Enterprise, coding and debating. There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the school.

Following the opening of three partnership schools, NLCS Jeju (South Korea), NLCS Dubai, and NLCS Singapore, staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff. Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.





# SCHOOL NURSE

**Reporting to:** The Line Manager is the Deputy Head (Pastoral)

**Hours of work:** Up to 40 hours per week, depending on full time or part time role.  
Term time only plus INSET days (34 weeks per year)

**Times of work:** Between Monday to Friday, 8.30 a.m. – 4.30 p.m. with 30 minutes lunch

**Location:** The School Nurses will be based in a modern, purpose-built Medical Centre together with two School Counsellors

**Salary:** Up to £42,214 based on 40 hours Term Time only

## The Role

The role of the School Nurse is to work independently and as part of a team with the second School Nurse and the two School Counsellors and school colleagues to support the medical and pastoral care of students.

## Immunisations

The School Nurse offers immunisations to students in accordance with the national immunisation programme. The School Nurse also offers annual flu vaccinations to staff.







## **Pastoral and Medical Care**

The School Nurse is responsible for the provision of first aid and medical treatment to girls and school staff throughout the school day and, on occasions, at extra-curricular activities out of school hours.

The School Nurse is also responsible for the safe storage, ordering, usage and disposal of medical supplies, vaccines and drugs. The School Nurse also ensures that the first aid kits around the school are in order and organizes the replacement of supplies, including the issue of first aid kits for school trips.

Additionally, the School Nurse is responsible for establishing and maintaining medical records for each student and, on occasions, for staff. The School Nurse is responsible for preparing individual health plans/treatment protocols where appropriate. The School Nurse liaises with staff, parents and external health professionals, taking issues of safeguarding and confidentiality into consideration.

The School Nurse, with the support of the School, is responsible for identifying and arranging any necessary training for their role. The School Nurse keeps abreast of new developments in school nursing and in conjunction with colleagues, reviews and updates school medical policies and protocols as necessary. They provide training and information to staff in the administration of emergency treatments, e.g. the use of an EpiPen.

The School Nurse reviews pre-employment health questionnaires for new school staff, providing advice and support where necessary.

## **Health Promotion**

Liaising closely with the pastoral team, the School Nurse works to raise awareness of medical and health issues to pupils and staff throughout the school. This includes teaching of students as part of the PSHE programme together with talks to individual year groups and girls participating in extra-curricular activities e.g. the Duke of Edinburgh award scheme. The School Nurse attends parents' evenings to speak about their role.

## **Health and Safety**

The School Nurse is a member of the Health and Safety Committee, attending termly meetings. The School Nurse is responsible for the co-ordination of completion of accident reports and RIDDOR notifications where necessary.

The School Nurse may be required to undertake other duties as required by the Deputy Head (Pastoral) or Chief Operating Officer.





# Person Specification

	Essential criteria	Desirable criteria	Measured by
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>RSCN, RN-Child or RGN with relevant experience. A First Aid at Work Certificate will be required, training can be arranged if necessary.</li> </ul>		Application
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills with students, staff and parents demonstrating a sympathetic, supportive and professional approach;</li> <li>An understanding of Child Protection issues and best practice;</li> <li>The ability to prepare and present information to groups of students, staff and parents;</li> <li>Flexibility;</li> <li>Ability to work independently as well as part of a team;</li> <li>Computer literacy</li> </ul>		Application interview
<b>Experience &amp; knowledge</b>	<ul style="list-style-type: none"> <li>A minimum of 3 years post registration experience.</li> </ul>	<ul style="list-style-type: none"> <li>School nursing experience would be an advantage or experience in pediatric nursing, adolescent health or A &amp; E.</li> </ul>	Application Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>Well organised</li> <li>Ability to prioritise</li> <li>Reflective practitioner</li> </ul>		Interview





## Terms & Conditions Pension

The successful candidate will be eligible to join the School's Pension Scheme for Support Staff.

## Staff Benefits

Free school lunches are provided during term time. Free use of swimming pool and fitness suite. The School is a member of a BUPA group scheme; subscription is open to all staff.

## Education

The successful candidate will be eligible to take part in any scheme for the education of daughters which is applicable to members of staff at North London Collegiate School.

## Appointment Procedure

Candidates should apply through our recruitment system. Applicants should submit the following:

- A one-page letter of application
- Completed Application Form. CVs are welcome alongside the Application Form
- References will be taken prior to interview unless indicated otherwise

*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. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.*

## Key dates

Closing Date for applications is Monday 12th April at 09:00am.

Longlist Interviews will take place on Friday 23rd April.

Final Interviews will take place Friday 30th April.





North London  
Collegiate School



Founded 1850