

The Department

During term-time the Health Centre is open 24/7 for its 490 pupils, the majority of whom board and some resident staff.



Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

Job Description for School Nurse

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.

Summary of the Role:	To provide quality nursing care in our School Health Centre by providing cover during staff absence and during busy periods.
Responsible to:	Health Centre Nurse Manager
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • To provide medical services and advice for pupils (staff and visitors) in a confidential and friendly environment. • To keep accurate legible records and ensure good team communication; to liaise with students, House staff, teachers and parents to ensure continuity of care. • To offer support and help for patient's problems both physically and psychologically, maintaining dignity, respect and confidentiality in all health and well-being matters. • To assist in health education with a pro-active approach. • To keep accurate records of all treatments and consultations in line with NMC guidelines, and to assist with the administrative duties of the Health Centre. • To prepare snacks and serve meals as required, and to assist with the general housekeeping of the Health Centre as required. • To be fully conversant with NMC Codes of Conduct and follow Health Centre Codes of Practice, keeping up to date with developments in school nursing and attending relevant study days and staff meetings. • To be aware of school routines, events and layout, establishing rapport with students and staff to support the role of the Health Centre in school life.

On Call duties:	<ul style="list-style-type: none"> • Follow Health Centre procedures regarding Health & Safety <p>Nursing Function:</p> <ul style="list-style-type: none"> • Liaise with the Doctor's surgery regarding provision of NHS medical services and notes and maintain computer records for their information. • Liaise with service providers and school staff to make appointments required for girls outside school (dentist, chiropodist, physiotherapy, hospital, etc.) and ensure girls attend. • Order prescription and non-prescription medicines daily as required; liaise with Pharmacist and ensure supply of correct prescription forms. <p><u>Other</u></p> <p>Administration:</p> <p style="padding-left: 40px;">As delegated by Health Centre Nurse Manager</p> <ul style="list-style-type: none"> • By arrangement if appropriate to be 'on call' for periods when the Health Centre is closed but there are girls in school, e.g. Exeats, beginning and end of term. On these occasions, to be within five minutes travelling time of the school, carry the school mobile telephone, and refrain from consuming alcohol.
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Registered General Nurse, currently registered with the NMC. • Experience of working in a variety of nursing roles with both adults and children • Appropriate nursing experience • Experience with young people 	<ul style="list-style-type: none"> • Wide variety of experience in different settings • Experience in long term conditions.
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills on all levels • Legible writing • Organised • IT Literate 	<ul style="list-style-type: none"> • Ability to work alone and make decisions • A calm approach when under pressure
Personal Attributes	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Caring and sensitive. 	<ul style="list-style-type: none"> • Car driver • Non-smoker

	<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • An excellent team player 	
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Additional Information

Hours of work: 25.5 hours per week, to include 2 day shifts and 1 night shift (shift patterns to cover 07:30 - 15:00, 14:00 - 21:30, 21:15 - 07:45)

Term time plus 2 weeks in the school holidays (35 working weeks per year)

Salary: £17,158 actual salary. FTE £34,473

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- NMC membership fee paid
- Membership of the School's pensions scheme
- Free onsite parking
- Free meals provided during term time
- Reduced rate gym membership at the Oxley sports centre
- Membership of the school library

Application Process:

- The closing date for applications: 09 November 2023
- Interviews will take place on 17 November 2023