

# Orley Farm School



## Orley Farm School

*Appointment of School Nurse*

*Fixed-Term Contract – 1 Year*

## Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres of beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

## The Role

A School Nurse is expected provide the highest possible quality of medical and welfare care to all our pupils at the School. The School Nurse will support pupils' health and wellbeing, allowing all pupils to participate in school life, as well as providing first aid to both pupils and staff in the School. Experience in A&E, Practice Nursing or Paediatric Nursing would be advantageous, as well as a genuine interest in working with young people.

## Remuneration Package and Terms of Employment

- Reports to the Director of Operations.
- Salary will be between £17,400 - £20,300 dependent on experience and qualifications.
- The normal hours of work are 25 hours per week from 8:00am to 1:00pm, term time only, approximately 36 weeks a year.
- Membership of a Pension Scheme.
- The opportunity to select and attend relevant training courses.
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Refreshments are supplied throughout the day.
- Death in service benefit.
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- An outdoor swimming pool which staff are encouraged to use throughout the summer months.

## Duties and Responsibilities

The role involve liaison with pupils, parents, School staff and other health professionals as appropriate. The main duties and responsibilities are set out below, although the post holder is expected to undertake such other duties within their capabilities that may be required by the Director of Operations. The job description is subject to change.

- The Management and oversight of the medical and welfare care for all pupils and staff at the School.
- Assessing day-to-day injuries and illness/sporting injuries and treating these in accordance with best practice/current health care guidelines.
- Advising parents/guardians/staff on appropriate treatment and referring to other services e.g. minor injuries/GP/A&E/999 as and when required.
- The provision of excellent wound care, using safe and clean infection control procedures.
- Administering medication as appropriate and according to School policies.
- Development and maintaining health care plans where appropriate and making these available to staff on a 'need to know' basis and add to ISAMs.
- To ensure the excellent organisation, safe storage and use of drug supplies within School and working within the School's Medicines Management Policy.
- Co-ordinating immunisation programmes by liaising with local health authorities; arranging and managing communications with regards to consent and maintaining secure records where appropriate.
- Verify, update and distribute, as necessary, medical information about pupils.
- Collate information and consents from parents for new pupils joining the school and add to ISAMs.

- Maintain confidentiality at all times, record events as soon as practicable after they have occurred onto ISAMs.
- Respond to e-mails promptly and professionally, reassuring parents of the quality of care that pupils receive.
- Ensure medical and healthcare policies and procedures are reviewed annually, keep up to date with national changes and be proactive in developing new ones.
- Regularly checking of first aid kits throughout the school, other emergency equipment and replenishing kits as needed.
- Supply first aid kits to staff for all visits out of school, including relevant medication.
- Ensure that the Director of Operations is aware of any accidents that require reporting and keep records of any incidents at the School.
- Conduct or arrange for relevant staff training in respect of health matters.
- Liaise with the Deputy Head Pastoral on areas of specific pupil concerns.
- Liaise with parents on specific pupil concerns.
- Take responsibility for medical questionnaires for existing and new staff and pupils.
- Take responsibility for your own continuing professional development and arrange courses that are mandatory for your profession.
- Other ad hoc duties as instructed by the Senior Leadership Team.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A professional qualification in Nursing, RN Child, RSCN, RGN or RN Adult with Paediatric experience. As well as a good level of education.</li> <li>• Current NMC Registration.</li> <li>• Paediatric First Aid.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Experience of working as a Nurse, pediatric emergency or community nursing.</li> <li>• A high level of computer literacy, particularly with Word and Excel.</li> <li>• Experience of A&amp;E nursing.</li> <li>• Knowledge and understanding of sports injuries.</li> <li>• Knowledge of health promotion, particularly in young people.</li> <li>• An understanding and knowledge of child protection within a school environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using WCBS PASS and ISAMs is desirable.</li> <li>• Previous experience of working in a School environment.</li> <li>• Safeguarding Training level 3</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills. Able to produce clear, concise and timely oral and written communication at all levels.</li> <li>• Excellent organisational skills.</li> <li>• The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance.</li> <li>• An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Highly motivated, enthusiastic and dedicated to ensuring the best outcome for pupils.</li> <li>• Able to deal politely and effectively with staff, pupils, parents and other healthcare professionals.</li> <li>• Able to prioritise and organise own workload and to meet deadlines.</li> <li>• Tact and absolute discretion in dealing with matters at all times.</li> <li>• Self-motivated – able to be conscientious and show initiative.</li> <li>• A good listener, friendly, sympathetic and supportive personality.</li> <li>• Confident and calm when dealing with a range of accidents, first aid issues and welfare concerns.</li> <li>• Honest, trustworthy and diligent. Empathy when dealing young people.</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Training will be given on software packages.</li> <li>• The successful candidate will be required to complete Safeguarding training online including Level 3 (arranged by the school) where they have not already received training in the past two years.</li> </ul>	

### **The Application Process**

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful, all copied documents will be destroyed confidentially and securely.

Applications should consist of a covering letter and the School's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

We encourage all application forms to be e-mailed directly to Purvi Patel, HR Administrator, marked confidential at **HR@orleyfarm.harrow.sch.uk**

If you would like to return the completed application form by post, please marked it for the attention of:

**Purvi Patel, HR Administrator  
Orley Farm School  
South Hill Avenue  
Harrow  
HA1 3NU**

If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

**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.**