



SURBITON

HIGH SCHOOL

Job Description

Job Title:	School Nurse
Job Purpose:	To provide medical support, emergency care and treatment to all members of the School community – across the Girls' Preparatory School, Boys' Preparatory School and the Senior School.
Reporting Line:	Senior Nurse
Start Date:	April/ May 2024
Tenure:	Maternity Cover; 8:00am – 4:00pm, Monday to Friday Part time (40 weeks of the year)
Salary:	£27,385 - £39,323 (FTE), Actual Salary £24,234 - £34,797 (based on experience and qualifications)

Key Responsibilities:

Treatment

- To assess the health needs of pupils, plan and implement care, maintain health records and all health and well-being related policies
- To provide advice and training to staff and pupils on a range of subjects, including First Aid
- To assume responsibility for and ensuring that proper provision is made for any pupil in the school who feels unwell. This will include the appropriate medical assessment of the situation and treatment as necessary, in a triage role, including contact with parents/guardians and teaching staff. The Nurse will be responsible for the supervision of the pupil until the parents can attend
- To dispense and administer as needed all prescribed medicines brought into school as authorised by parents
- To administer 'over the counter' medication as required and according to school policy
- To keep up to date in the management and care of children with chronic conditions including asthma, diabetes and life threatening allergies
- To deal with day to day incidents and pupil and staff accidents and administering First Aid, including providing treatment for minor injuries
- To assess the extent of more serious injuries and organising provision of medical treatment, including liaising with parents regarding referral to the Accident and Emergency unit if necessary
- To provide a place of safety for both pupils and staff with emotional or mental health concerns where they can be listened to, advised and referred onwards for more appropriate help



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Health Education

- To contribute to the school's general programmes of health education across the year groups and advising pupils and staff accordingly, including:
 - Promoting health throughout Surbiton High School
 - Visiting our Girls' and Boys' Preparatory Schools to give advice and training when required
 - Educating our staff regarding medical conditions, first aid, infection control etc.
 - Posting health-related information on the School's Management Information system (MIS) for parents to access

Medical Profiles and Supplies

- To ensure proper implementation and awareness of individual pupil medical profiles, including allergies, asthma, diabetes, epilepsy and other significant conditions
- To review medical questionnaires of all new pupils – liaising with the pupil, parents or staff as appropriate regarding any concerns
- To compile and maintain up to date lists of individual pupils' health problems and issue class lists to all staff via the School's MIS
- To monitor and refresh first aid stock and any other necessary equipment throughout the School
- To support staff who accompany pupils on day and residential trips by providing general and specific first aid supplies and advice
- To maintain all First Aid boxes in the School
- To maintain medical equipment and ensuring there is an adequate stock of drugs and medical supplies, ensuring safe storage and administration of agreed medication

Administration

- To maintain adequate written and computer records, including all visits and treatment given to pupils, on the pupil database/MIS
- To complete ARMS reports in order to escalate any accidents covered within HSE/RIDDOR to the appropriate member of staff at United Learning Head Office
- To maintain the Welfare Centre, ensuring that it is tidy and clean at all times
- To attend meetings and training courses as required to update knowledge and skills in line with modern professional practice
- To maintain PREP (Post Registration Education and Practice)
- To be familiar with and follow the school's policies, and compile and maintain all relevant health-related policies, booklets and information sheets

Safeguarding responsibilities

- To comply with safeguarding policies, procedures and the School's code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required
- To work with the School Counselling Team and Senior Leaders to ensure appropriate care is given to pupils requiring additional support with regards to ill mental health

General

- To carry out any such duties as may be reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- RGN or RSCN/RN qualification or equivalent, and registration with the NMC
- First Aid qualification and a sound knowledge of the latest first aid techniques
- Membership of an advisory body would be preferred i.e. RCN

Skills and Experience

- PCT School Nurse and/or Practice Nurse experience essential
- Previous experience of working in education would be an advantage
- Excellent organisational, administrative and ICT skills
- Experience of working with young people with eating disorders and other such mental health needs would be an advantage but is not essential

Personal Qualities

- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence, presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour

Attitudes

- A team player with leadership qualities
- A reflective and flexible approach
- Organised and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Ability to think creatively and imaginatively
- Committed to Surbiton High School's ethos
- Committed to representing the strategic vision for the School
- Ambitious and aspirational for oneself and for the School
- Committed to professional development and show a willingness to undertake appropriate training for this role



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

26 February 2024

Interviews will be held on ad hoc basis, so please submit your application early

Please note that the School reserves the right to appoint at any stage during the recruitment process.

For any queries relating to the role or your application, please email recruitment@surbitonhigh.com



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient