



# **School Nurse**

# **Candidate Brief**

# From the Principal



Thank you very much for taking the time to consider this role.

This is a very exciting time to be joining Fulneck School and we very much hope you will consider submitting an application.

This is an outstanding opportunity for an experienced and dedicated health care professional who will have sympathy with, and support the educational aims and vision of the school.

You will be responsible for the provision of first aid services to students, staff and visitors including developing and implementing a healthy lifestyles strategy across the school community.

You will need to have excellent communication and interpersonal skills, clear empathy and understanding of pupils' development and needs, and a flexible approach to working hours.

As the School Nurse, you will also contribute to the organisation of the Medical Room and the part it plays in meeting the health care needs of the school.

You can be assured of receiving excellent support and training and you will quickly become an integral member of staff in this unique school set in a stunning part of Yorkshire.

***'The quality of the pupils' personal development is excellent'***  
*Independent Schools Inspectorate (ISI)*

The determination to seek brilliance in every pupil and play a full part in our small family community as well as ensuring a smooth boarding experience are key attributes which we will be seeking from you. We are working hard on a new five-year strategy which will take us confidently towards the next decade and you will play a key role in shaping this strategy in boarding. So, if you have the energy and warmth to fulfil the role of house parent we would love to hear from you.

In return you will join a dedicated staff, live in a stunning setting and work closely with a highly talented and supportive senior leadership team. Interviews will be held week commencing 8<sup>th</sup> January 2024

**Devin Cassidy, Principal**



Opened in 1753 as part of the Moravian settlement of Fulneck, the School retains its Christian roots and emphasises the values of kindness, service and enterprise. Today, the School community contains people of all faiths and none.



**Fulneck School is an all through (3-18), non-selective independent school set in a stunning location. There are two sections to the school all of which are coeducational: Primary School 3-11 (incorporating the Pre School) and the Senior School (11-18). The school has a warm, family atmosphere and is a vibrant, inclusive community in which to work.**

The school is set in a wonderful rural location in the historic and unique settlement of Fulneck providing an inspirational and stimulating environment for pupils to fulfil their potential.

For over two hundred and fifty years, Fulneck has delivered a distinctive education which values individuals, and it is the quality of the relationships and the personalised approach that makes our school so successful. Our students are aspiring, happy, creative, and are at the heart of the Fulneck Family.

Our uniquely small school values extraordinary levels of achievement and small acts of kindness in equal measure. We celebrate all successes, and overcome all struggles, together.

Fulneck's community is enriched by its diversity, with pupils coming to us from across Yorkshire, the UK and all over the world. Our small boarding house provides a real family atmosphere and is a 'home away from home' whether that is for the occasional night, weekly or full-term boarding.

We pride ourselves on setting high expectations for every individual; allowing them to achieve at levels well above the national average. Fulneck instils good manners and fosters a growth mindset amongst our pupils and the care our pupils receive is outstanding.

Our pupils experience enviable opportunities inside and outside the classroom, learning how to work collaboratively and developing the leadership skills of the future. Consequently, when our pupils leave us, they do so as confident, intelligent, articulate and considerate individuals who are ready to make a significant contribution for the betterment of society.

This is a school you can be proud to work in!



# Benefits of working at Fulneck School



**We value our staff highly and invest in their wellbeing. Indeed, we recognise that our staff create the environment which makes the school the successful and happy place it is. Our aim, therefore, is to ensure that all our colleagues benefit from being well-developed, high-quality training and carefully considered leadership.**

The school also seeks to enable those who wish to progress their careers into middle and senior leadership to be enabled to do so through our leadership academy.

## **In addition, our staff enjoy the following benefits:**

- There is a warm and positive leadership team who still teach and are very much wanting the best for our teachers and support staff
- A community which prides itself on values of equality, inclusion and diversity
- Pension Scheme
- High quality induction, support and personal development
- Policies which are sensible and considerate of staff wellbeing
- Free lunches
- Above average annual leave entitlement
- Free access, at stipulated times, to extensive sports facilities
- Friendly staff room
- Fee remission scheme
- Specsavers Corporate Eye Care Scheme
- Free parking on site
- Free afterschool club care



# Job Description

Accountable to: Vice Principal (Welfare & Safeguarding)

Salary: Dependant on Experience

## Clinical practice

- First Aid emergency cover for students' staff and visitors to site. To record and report accidents as per school procedure within (I am Compliant).
- Carry out the annual audit of First Aid kits and provide stock as required.
- Organise and run nurse drop-in clinics, provide treatment, advice or refer as appropriate.
- To organise appointments for boarders with the GP and Dentist as required and communicate with parents, guardians and house parents as appropriate.
- To liaise with the NHS immunisation team and contribute to the organisation in school of the national immunisation program.
- Arrange external appointments for boarding students when required e.g. hospital, physiotherapy.
- Maintain a high standard of nursing care of boarding pupils in the Medical Centre from admission to discharge.
- Health promotion and well-being during consultations, in school and boarding houses as required.
- Support students with chronic illnesses or health needs e.g. allergies, contributing to Individual Health Care Plans as required in liaison with parents and external specialist professionals.

## Communication

- Utilise and demonstrate sensitive communication styles, to ensure students are fully informed, consent to treatment and adhere to prescribed treatment regimes.
- Communicate effectively with students, parents and guardians, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Listen with sensitivity to all members of the school community with mental health issues offering support and referral as appropriate.
- Produce timely reports for the Health & Safety committee and any other committee that may require such reporting.

## Delivering a quality service

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC).
- Produce accurate and complete records of consultations, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
- Deliver care according to current guidelines and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.

- Participate in the management, review and identify learning from complaints, clinical incidents and near-miss events utilising a structured framework.
- Control and dispensing of prescription and non-prescription medication as per policy. Maintain stock of OTC medications, arrange prescriptions and liaise with the Pharmacist if required.
- Stock control of medical supplies in the Medical Centre, First Aid kits and boarding houses.
- Complete checks of equipment and audits as per checklists.
- To contribute to the production and update of school health policies and protocols.

### **Team working**

- Understand own role and scope in the organisation and identify how this may develop over time.
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
- Ensure clear understanding and utilisation of referral mechanisms within the Medical Centre.
- Accept delegation from senior leaders, prioritise own workload and ensure effective time-management strategies are embedded in own practice.

### **Management of risk**

- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
- Ensure safe storage, rotation and disposal of drugs is undertaken. Where appropriate, oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements.
- Undertake mandatory and statutory training.
- Apply infection control measures within the Medical Centre according to local and national guidelines.

**Fulneck School is committed to safeguarding and promoting the welfare of children and**

**Expects all staff and volunteers to share this commitment**

**Fulneck School is an equal opportunities employer**

## **Key Responsibilities**

### **Overall responsibilities**

- Actively support the vision, ethos, culture and policies of the School
- Promote high standards in all aspects of school life, particularly in student progress
- Comply with the professional duties of the Fulneck School staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Committed to safeguarding and to promoting the welfare of children and young people

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and experience</b>	<p>Be a Registered Nurse and be prepared to maintain good working practice through training and qualification.</p> <p>Have the ability to communicate and liaise with all school stakeholders and external professionals.</p> <p>Be able to work independently and as part of a team.</p> <p>Have the ability to perform first aid.</p>	<p>Boarding experience</p> <p>First Aid Trainer Qualification</p> <p>D1 Driving License</p> <p>Have a desire to promote good health practice and education.</p>
<b>Personal qualities</b>	<p>Ability to be flexible in their practice and working arrangements.</p> <p>Have good record keeping skills. Must demonstrate good self-management skills, booking appointments, prioritising workload etc.</p> <p>Must be computer literate and have good written skills.</p> <p>Be approachable for young people.</p> <p>Fluent command of English</p>	

## How to Apply

Application is by submission of the School application form and covering letter addressed to the **Principal** (no more than two sides) in which you refer to the criteria set out in the person specification and outline your vision for the role.

The application form and further details of this post can be found via our school website.

Once completed, the application form and covering letter must be submitted to [HL@fulneckschool.co.uk](mailto:HL@fulneckschool.co.uk) by no later than **9.00am, Friday 5<sup>th</sup> January 2023**. Interviews will be held the following week. For a confidential discussion about the role please contact the Principal to arrange: [dpc@fulneckschool.co.uk](mailto:dpc@fulneckschool.co.uk)

### Completing your application form

To apply for this position, please complete all sections of our application form. You are also required to complete a covering letter of application, but in Microsoft Word format only. Please do not submit your CV, even to supplement your application, as this will not be considered.

### Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history. You need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job. It is important that you fully complete your application as all shortlisting decisions are based on the essential criteria in the person specification and only those candidates who are the closest match to the identified criteria will be invited for interview.

### References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. Fulneck School reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment. In providing the names of referees, you are agreeing that Fulneck School may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

## **General**

By signing and returning our application form you consent to Fulneck School using and keeping information about you, provided by you, or by third parties such as referees, relating to your application or future employment. If you are unsuccessful, then your information will be retained for six months from the closing date. If you are successful, then your information will be transferred to your personnel file.

## **Keeping your information secure**

Personal and monitoring information is treated as strictly confidential

**Fulneck School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Fulneck School is an equal opportunities employer.**

**Please view our Safeguarding Policy and Safer Recruitment Policy on our [policies](#)**

[webpage](#)