



Lead School Nurse

Employment Status	Various Hours Available • Permanent
Employment Location	Framlingham College Prep and Senior School
Application Closing Date	Midday Thursday 25 November 2021
Interviews Week Commencing	Monday 29 November 2021

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

[FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT](https://www.framlinghamcollege.co.uk/employment)



Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Lead School Nurse at Framlingham College. Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Our busy Medical Centres supports around 700 pupils across both sites.

We require qualified NMC Registered Nurses to join our busy school Medical Centre. There is the opportunity to grow and develop a forward thinking, outstanding medical provision for our pupils.

The successful candidate will respond to pupil health issues that arise, carrying out vaccination programmes, offering advice to pupils and staff, liaising with other medical professionals and parents as well providing medical support at sporting fixtures. Experience in A&E, practice or paediatric nursing would be an advantage though not essential. The position will involve providing first-line day and on-call overnight medical cover to pupils. Various shifts are available and may include some on-call shifts. On-call shifts can be worked from home if you live within a 20-mile radius of the schools.

The role is working term time (33 weeks) plus two weeks during school holidays for admin/training. The school operates its own pay scale for Nurses and salaries are competitive. An additional allowance will be payable for the role of "Lead Nurse".

If you require further information about the role and working arrangements, please email a member of the HR team on recruitment@framlinghamcollege.co.uk.

We offer a supportive working environment as well as free meals while on duty when the kitchen is operational. We also offer several other benefits including contributory pension scheme and complimentary membership of our Sports Centre.

We are also looking for a Residential School Nurse, please see the separate recruitment pack for this post.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Thursday 25 November 2021**. The interview date will be week commencing Monday 29 November. You will be notified of an exact date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two week Christmas Shutdown.

Job Information

Reports To

Deputy Head (Pastoral)

Responsible For

Team of Nurses plus Bank/agency nurses when required

Job Location

Framlingham College Prep and Senior School

Hours

Various shifts are available and may include some on-call shifts

Weeks

35 - Term time (33 weeks) plus 2 weeks during school holidays

Salary Band

Band 7 of the Framlingham College Pay Scale

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To ensure the provision of a high-quality nursing care to both schools and oversee the strategic development and management of the Medical Centre and staff.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

General

- Overall responsibility for the standard of nursing care provided by staff in the Medical Centre;
- Sympathetic to the needs of a boarding environment, including the need for continuity of cover and flexibility of approach;
- Supervise the Medical Centre (including care of sick, injured, and distressed pupils until better and further care can be arranged with parents, or hospital, and to dispense drugs as appropriate);
- Work with the Deputy Head (Pastoral) and other staff to ensure that the Medical Centre provides a high level of service for the school community;
- Responsibility for dissemination of information regarding medical matters;
- Liaise with Housemasters/mistresses regarding pupils' health;
- Act as member of the Health and Safety Committee, attending meetings as required;
- Organise and manage vaccination programmes within national guidelines;



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- Assist with promotion of the health education programme at the College;
- Assist with the recruitment of Medical Centre staff as required;
- Manage the Medical Centre budget within agreed parameters;
- Ensure that adequate medical records are kept for all pupils and that such records are held in a secure environment and with regard to both patient confidentiality and current data protection regulations;
- Comprehensive note taking/report writing in relation to incidents/accidents, and to be reported to the Deputy Head (Pastoral);
- Ensure that pupils with chronic/acute medical conditions are receiving appropriate evidence-based care, as per written care plans and in consultation with parents and clinicians;
- Request and collating medical information for new arrivals, ensuring that those with high-risk medical conditions are met with to discuss treatment options and relevant staff are notified of these;
- Manage the Medical Centre's stock of consumables and equipment and ensuring appropriate levels of supplies and that equipment is in good working order;
- Ensure safe storage, usage and disposal of medical supplies and drugs. Regularly check the expiry dates of all medicines;
- Collaborate with the school's Medical Officer to ensure exchange of relevant information and regarding the regular GP clinics held at the Medical Centre;
- Liaise with members of the multidisciplinary team as required regarding the health and welfare of pupils;
- Liaise with the School Counsellor regarding pupils' mental health and ensure that referrals and appointments are co-ordinated effectively;
- Oversee provision of First Aid or medical cover for sports fixtures and other school events, as required and following suitable risk assessments;
- Ensure that the school First Aid boxes and Sports First Aid bags are maintained as per an approved schedule;
- Prepare statistical reports as agreed and when requested for senior members of staff;
- Communicate with parents regarding the health and welfare of their children;
- Oversee the medical room, facilities and first aid kits throughout the College, ensuring these are maintained to a high standard and in line with school policies and ISI regulations;
- Ensure all administrative tasks are completed efficiently;
- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met.

Leadership/Professional Conduct

- Develop staff ensuring their continued professional development, I as well as keeping up own CPD;
- Complete training as necessary and ensure records of this for all medical staff are passed to HR for recording;
- Supervision of nursing staff, including arranging duty rotas, training and providing cover for absences;
- Manage appropriate policies and protocols to ensure that the Medical Centre operates within acceptable guidelines and adheres to national standards including the NMC Code of Conduct;
- Forge and maintain professional relationships with other medical professionals and network as necessary.



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Pastoral Care

- In consultation with the Deputy Head (Pastoral), devise and implement strategies to ensure that the most vulnerable pupils and those with personal needs/problems (e.g., those with diabetes, those self-harming) are identified and appropriately supported;
- Work with pastoral staff to contribute to the assemblies and PSHE/RSE programme with health-related activities and campaigns, for both staff and pupils, to include topics such as work life balance, sexual health, stress management, smoking cessation, etc;
- Offer open access 'drop-in' sessions for pupils where they are able to receive personalised support and advice in areas such as relationships, child protection concerns, eating disorders, mental health concerns, managing stress and risk-taking behaviours;
- Share the responsibility with all staff for safeguarding and promoting the welfare of children and adhere to, and comply with, the School's Safeguarding Policy;
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons, to adhere to and ensure compliance with the school's Safeguarding Policy at all times and report any concerns to the school's Designated Safeguarding Lead (DSL);
- Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the DSL.

Training and Development

- Provide training, support and advice for teachers and other staff on specific health needs/issues, e.g., use of epi-pens, diabetes care, epilepsy, allergies, substance misuse, head lice, eating disorders, self-harm, and other mental health issues;
- Ensure that school staff receive appropriate training, as required, in order that they can safely manage pupils with known conditions;
- Keep up to date with relevant professional developments and best practice, ensuring information is disseminated to the nursing team;
- Keep up to date with national and local government health initiatives;
- Ensure that Medical Centre staff are aware of and understand school policies and procedures and Medical Centre policies and protocols;
- Maintain registration with the NMC and ensure that nursing registrations are maintained for all members of the nursing team;
- Ensure that members of the department are active in their own personal and continuous personal development;
- Complete nursing staff annual appraisals setting appropriate objectives and personal development plans.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

QUALIFICATIONS

	E	D
Appropriate nursing qualification – Registered NMC Nurse on Sub-Part 1 of the NMC register either as an Adult Nurse level 1 or a Children’s Nurse Level 1	✓	
Current NMC registration	✓	
Mental health training	✓	
Equality and Diversity Training	✓	
Full driving licence	✓	
Evidence of commitment to continuing professional development	✓	
Mental Health Qualification		✓
Post registration training, e.g., Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion		✓
ENB 998 or equivalent		✓
School Nursing cert., Specialist Practitioner Degree		✓
Up to date First Aid at Work Qualification		✓

PROFESSIONAL COMPETENCIES AND SKILLS

	E	D
Ability to effectively lead and manage a team	✓	
Basic life support knowledge, skills and training	✓	
Awareness of current developments in school nursing services, primary care and health promotion	✓	
Awareness of current developments in public health services and legislation	✓	
An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention	✓	
Knowledge and understanding of the process of risk assessment and risk management	✓	
Ability to prioritise and manage changing workloads and situations	✓	
Ability to work independently and exercise initiative	✓	
Understanding the importance of maintaining appropriate documentation and accurate records	✓	

PROFESSIONAL COMPETENCIES AND SKILLS *Continued from previous page*

	E	D
The ability to motivate and develop staff	✓	
High level of IT literacy, including working knowledge of Word, Excel and Outlook	✓	
Good communication skills; both oral and written	✓	

PROFESSIONAL EXPERIENCE

	E	D
Minimum of 2 years post registration experience	✓	
Experience gained working with children and families	✓	
Experience of sports injury care and treatment	✓	
Experience of working in an accident and emergency department	✓	
Previous supervisory experience	✓	
Some experience in counselling		✓
Experience of providing first aid or acute care and caring for children with long term conditions		✓
Some experience of occupational health and infection control		✓
Experience of working in a school environment		✓

PERSONAL ATTRIBUTES

	E	D
Flexible towards the changing needs of the pupils in terms of services provided and hours required	✓	
Ability to prioritise tasks and organise time effectively	✓	
A passion for working with children and younger people	✓	
Personal warmth and empathy	✓	
Helpful with a "can do" attitude	✓	
Ability to work as part of a team	✓	

PERSONAL ATTRIBUTES *Continued from previous page*

	E	D
Willingness to develop new skills and undertake training	✓	
Ability to maintain discretion and a high degree of confidentiality	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding issues	✓	
Knowledge of safeguarding children legislation and good practice	✓	



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.