



# HOLTE SCHOOL

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Birmingham B19 2EP

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Email: [enquiry@holte.bham.sch.uk](mailto:enquiry@holte.bham.sch.uk)

*"Dedicated to  
learning as the  
foundation for life"*

18<sup>th</sup> December 2023

Dear Applicant,

**Re: School Nurse**

Thank you for your enquiry and interest regarding the above vacant post.

The enclosed pack provides you with some information about the school, an application form, job description and person specification. A copy of the School's Child Protection policy is available on the website and applicants will be expected to have read it prior to the interview.

In all cases, a criminal record check via the Disclosure & Barring Service (DBS) is required before taking up a post in the school. The necessary evidence for verification would need to be provided when you attend for interview, including the requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

It is a requirement when completing the application form that you provide the names and addresses of two referees. At least one must be your current employer and contact at your last post working with children. Current or previous employers will be contacted as part of the verification process of pre-appointment checks. References must be received before an interview, which will take place before an interview panel.

The closing date for applications is **Monday 15<sup>th</sup> January 2024 at 10 am** and it is anticipated that interviews will take place shortly afterwards.

In the interests of the economy, no further correspondence will be sent to you unless you are invited for an interview. I, therefore, take this opportunity of thanking you for your application and the interest you have shown.

If you require more information about this post or would like to visit the school before submitting an application, please feel free to contact the HR department on 0121 566 4370 or email [hr@holte.bham.sch.uk](mailto:hr@holte.bham.sch.uk).

Yours faithfully

Miss M Collins  
HR Manager

*Headteacher: Mr S Adams*



Outstanding  
Leadership  
Team Award  
Winner  
Holte School  
TES Awards 2011



National College  
for School Leadership





## **School Nurse**

**1-year FTC - Full time**  
**GR4 SCP 23-31 (£32,076 – £39,186 pro rata, term time only)**

**Required to start as soon as possible**

We are looking to appoint a qualified and enthusiastic School Nurse to support in our SEND Department. This is an exciting opportunity for a self-motivated and outstanding individual who is passionate about contributing to the overall welfare and care of our students. We are looking for a positive and proactive thinker who looks to take the initiative in driving ideas that will benefit the whole community. This is a new role for Holte School and therefore we are trialling this position on a 1-year fixed temp contract, which may have the opportunity to become permanent, should it fit the needs of the school.

Our school has a large SEND department with a SENDCo and a number of Teaching Assistants to support our most vulnerable students.

The successful candidate will:

- Be responsible for the organisation of first aid across the school, including administering medication
- Oversee pupils in Holte who require intimate and personal care.
- Oversee pupils in Holte who require diabetic checks on a regular basis.
- Assist the SEND department in ensuring all necessary administrative tasks for pupil reviews etc are undertaken in a timely fashion.

We offer:

- Enthusiastic students who are keen to learn
- Quality continuous professional development
- Opportunities to work in collaboration with partner schools, where available
- The chance to work alongside a large, experienced and talented team so you can learn and further develop your own career.
- A supportive Governing Board and school community.

Holte School is an oversubscribed, diverse, multi-racial, 11-18 community school and are one of only 8 schools across the country to be recognised as a 'National IQM Inclusion Champion' school. The school is on a shared site with both a primary and a special school. The school's ethos emphasises high quality teaching to achieve excellence and enable our students to maximise their potential. We have the highest expectations around behaviour and standards, and this is achieved through working alongside passionate and dedicated colleagues who share this vision.

Our young people are proud of the school and their community, and have high aspirations that we see reflected in their conduct and engagement. We also actively promote staff wellbeing, supporting colleagues in what is a challenging yet rewarding profession.

Please take the time to read our latest Ofsted Report (October 2023) which can be found on our school website. We hope this inspires you to visit us, as it is only by stepping into our school and meeting our students and staff, that you are able to appreciate the special place we believe this school to be.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

For further details and an application form, please download information from [www.holte.bham.sch.uk](http://www.holte.bham.sch.uk) **Vacancies** page. A completed **non-teaching** application form, recruitment monitoring form and supporting statement should be returned to [hr@holte.bham.sch.uk](mailto:hr@holte.bham.sch.uk). We hope you will take the opportunity to arrange an informal visit, as we believe that by doing so, you will discover what a great place this is to work and be inspired to join our hard-working students and supportive and ambitious team. Please arrange an appointment by contacting Cherise Hogan, HR Assistant, on 0121 566 4370.

**Closing date: Monday 15<sup>th</sup> January 2024 at 10am**

**It is anticipated that interviews will take place week commencing 29<sup>th</sup> January 2024.**

**Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks in line with the KCSIE guidance, including an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. It is a requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.**

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

**JOB TITLE:** School Nurse

**SALARY SCALE:** Grade 4

1. JOB PURPOSE

- 1.1. To ensure the good health and welfare of all pupils, staff and visitors of the school.

2. DUTIES & RESPONSIBILITIES

- 2.1. Responsible for the daily organisation and administration of first aid in conjunction with the appropriate senior and teaching staff.
- 2.2. Responsible for all decisions relating to pupils being sent home during the hours of employment.
- 2.3. Liaise with parents when necessary to arrange for the collection of sick pupils.
- 2.4. To take pupils home/ accompany them to hospital.
- 2.5. Administer pills, eye drops, ear drops, medicine and injections as directed by parents.
- 2.6. Responsible for the organisation of school medicals, dental examinations and immunisation programmes (including the distribution, collection and forwarding of parental consent forms).
- 2.7. Responsible for co-ordinating the drawing up of individual care plans.
- 2.8. Liaise with the designated Local Authority school nurse and Heads of Year/Achievement Co-ordinators with regards to medical problems with pupils.
- 2.9. Complete Accident Report Forms and monitor the Accident Book.
- 2.10. Monitor the health and welfare of pupils. Instigating appropriate action where required.
- 2.11. Administration of school medical records.
- 2.12. Responsible for informing relevant staff of the medical conditions of pupils.
- 2.13. Maintaining details of qualified First Aiders within the school.
- 2.14. Liaison with other agencies (Education Welfare Services, etc.)
- 2.15. Arranging formal counselling sessions when required
- 2.16. Responsible for the maintenance of all medical equipment and medical stock supplies.
- 2.17. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.18. To ensure all tasks are carried out with due regard to Health and Safety
- 2.19. To undertake appropriate professional development including adhering to the principle of performance management.
- 2.20. To undertake Mental Health Awareness training and to have a good understanding of the school's Mental Health Policy and procedures to be able to support wider school wellbeing strategies. To identify ways to streamline workloads and support a culture and ethos of wellbeing within the department in line with the whole school wellbeing strategies.
- 2.21. To adhere to the ethos of the school
  - 2.21.1. To promote the agreed vision and aims of the school
  - 2.21.2. To set an example of personal integrity and professionalism
  - 2.21.3. Attendance at appropriate staff meetings and parents evenings
- 2.22. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. SUPERVISION RECEIVED

- 3.1. Supervising Officer's Job Title:
- 3.1.1. Deputy Headteacher – Inclusion

4. LEVEL OF SUPERVISION:

- 4.1. Left to work within established guidelines subject to scrutiny by supervisor.

5. SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

- 5.1. None

6. SPECIAL CONDITIONS

- 6.1. None

7. OTHER INFORMATION

- 7.1. The post is full-time, 36.50 hours, term time only.  
7.2. Payment will be on the Grade 4 Points 23-31.  
7.3. Hours for support staff are 0830 to 1618 hours, with 30 minutes break for lunch.

REVIEW AND AMENDMENT

- 7.4. This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued, after consultation by the Headteacher	
Dated	
Copy received by Postholder	
Dated	

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SCHOOL NURSE

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EDUCATION / QUALIFICATIONS / TRAINING</b>	Appropriate nursing qualification	AF/C/I
	NMC registration	AF/C/I
	First Aid at work qualification	AF/C/I
<b>SKILLS AND ABILITIES</b>	Excellent verbal communication.	AF/I
	Evidence of utilising evidenced based practice and appraising standards, providing clinical direction and support for staff.	AF/I
	Ability to apply clinical governance framework to clinical practice.	AF/I
	Ability to make sound clinical judgments.	AF/I
	Ability to teach relatives, clients and staff across all areas of self-care and health promotion.	AF/I
	Ability to write clear reports, paying attention to detail.	AF/I
	Willing and able to participate fully in the day-to-day life of the school.	AF/I
	Ability to work on own initiative without direct supervision.	AF/I
	Able to arrange own agenda of work.	AF/I
	Ability to work well within a team environment.	AF/I
	Ability to work accurately and have a methodical approach.	AF/I
	Excellent time management.	AF/I
<b>KNOWLEDGE AND EXPERIENCE</b>	The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.	AF/I
	Demonstrable experience working with children and young people.	AF/I
	Demonstrable or relevant experience in delivering health promotion and health education programmes.	AF/I
	Detailed knowledge of health and social care policy relating to children's services to include safeguarding.	AF/I

	In-depth knowledge of child health and development.	AF/I
	In- depth knowledge of children's public health agenda.	AF/I
	Experience of providing first aid.	AF/I
	Able to work with other professionals.	AF/I
	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	AF/I
<b>PERSONAL/ OTHER QUALITIES</b>	To be committed to the school's policies and ethos.	AF/I
	Ability to maintain confidentiality and act with integrity.	AF/I
	Resilience, flexibility and the ability to retain a sense of perspective.	AF/I
	Self-motivated and pro-active.	AF/I
	Commitment to equal opportunities	AF/I
	Ability to use authority and maintaining discipline.	AF/I

**All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.**