



## **JOB DESCRIPTION**

*Downside School*

**Post Title:** Head of Nursing

**Department:** Health Centre

**Location:** Stratton-on-the-Fosse, Radstock

**Reports to:** **Director of Pastoral Care**

**Supervisory Responsibility:** All Health Centre Staff

**Date of Issue:** 21<sup>st</sup> November 2017

**The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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### **Role Summary**

As the Head of Nursing you will be responsible for leading and managing the Health Centre and ensuring Health Centre services meet the needs of the pupils and their families. The Head of Nursing will lead and manage the School nursing team in providing a clinically effective, high quality service for the pupils and other members of the community.

As Head of Nursing you will be responsible for the strategic development of the provision of medical services within the School in line with the recommended best practice guidelines from the Boarding School Association and Care Quality Commission. You will have overall responsibility for ensuring that the requirements in the National Minimum Standards for Boarding Schools in relation to Boarders Health and Wellbeing are complied with fully and effectively.

The Head of Nursing will be calm, warm, welcoming and sensitive to the needs of others. They will work in partnership with the pupils, their parents or guardians, School staff, GP's and clinicians and counsellors to ensure that there is an effective understanding of the health issues in the School, that problems do not go undetected and that good health is promoted throughout the community.

## **Duties and Responsibilities**

The following list is not exhaustive but the post holders' principal responsibilities are:

### **Professional**

- To adhere to the NMC Code for Nurses and be conversant with the Scope of Professional Practice and other NMC Advisory papers, including the NMC Standards for Competence for Registered Nurses.
- To use evidence based practice to develop and maintain a high quality of nursing care for the pupils.
- In partnership with suitable others, to be responsible for the appropriate development of welfare plans and care programmes.
- To exercise awareness of professional responsibilities by organising their own work. This should include time to become familiar with current relevant literature and taking opportunity for personal and professional development in line with Standards for Competence for Registered Nurses, Revalidation and Continuing Professional Development (CPD).
- To act as a role model and motivate team members in working towards innovative high standards of practice.
- To ensure the code of confidentiality is adhered to.

### **Leadership and Managerial**

- To lead and manage the Health Centre.
- To ensure that all staff in the Health Centre put safeguarding of pupils at the centre of everything they do.
- To be responsible for the smooth and efficient running of the Health Centre, ensuring efficient systems and processes are in place.
- To support the Director of Pastoral Care in being responsible for the recruitment and selection of the nursing staff.
- To be responsible for the induction and professional development of new staff.
- To ensure all nurses participate in the School's appraisal system.
- To ensure that the Health Centre has appropriately trained staff on duty at all times.
- To delegate appropriate responsibilities to other members of the nursing team.
- To be available to support and advise members of the Senior Leadership Team and Health Centre staff on issues pertaining to the health and welfare of the pupils and to deal with emergencies.
- To be responsible for the management of the Health Centre budget and for maintaining and ordering supplies.
- To be responsible for ensuring that timesheets are maintained and that overtime is recorded, and to process this appropriately with the Finance department.
- To develop and maintain the philosophy of care within the Health Centre which is in line with the overall Benedictine philosophy of the School.
- To develop strong links with the other pastoral systems within the School, including Boarding staff and the School therapist.
- To take an active role in the training of School staff in the areas of healthcare and medical issues.

## **Clinical**

- To provide a high standard of service to the pupils and where necessary staff, which is within professional competence and NMC guidelines.
- To be responsible for the standard of nursing care of all patients.
- To ensure medical and healthcare policies, procedures and protocols are reviewed annually and to be proactive in developing new ones if necessary.
- To quality assure all systems and work methods to ensure the highest standards are met.
- To ensure that care plans are written for appropriate pupils in liaison with all relevant parties.
- To ensure there are appropriate systems organised within the School year to monitor and plan the care of all pupils' healthcare needs. This includes carrying out health assessments, immunisation and health promotion programmes.
- To lead in the provision of services including:
  - The provision of nurse led open clinics, but to also have an 'open door' policy
  - The provision of inpatient 24 hour care
  - The arranging of GP clinics three times a week
  - To be responsible for organising the immunisation clinics

## **Management of Records**

- To ensure that all records necessary are maintained in line with policy.
- To assist in collation and presentation of statistical information as required.
- Ensure a comprehensive process of record keeping for all health related issues is maintained across the School and the School complies with the legal requirements of drug administration.
- To maintain the duty rota for all staff working in the Health Centre.
- To ensure attendance of the Health Centre staff at School INSET Days and Staff Meetings.

## **Health and Safety**

- To ensure the provisions of First Aid cover.
- To ensure the provision and maintenance of First Aid kits for all departments.
- To provide First Aid kits for outings.
- To participate in the meetings of the Health and Safety Committees and discuss accident reports.
- To identify and report risks, accidents and near misses.
- To operate correct procedures for disposal of clinical waste and sharps.
- To ensure that medicines and vaccines are stored correctly and securely.
- To ensure COSHH regulations are maintained.
- To be aware of RIDDOR.

## **Other Responsibilities**

- Ensure there is appropriate liaison with parents, ancillary and other staff as necessary, to provide holistic care for boarders with the pupil's knowledge and consent.
- Be a source of advice for all School staff as required regarding pupil welfare matters.
- Attend weekly meetings with the Director of Pastoral Care.
- To ensure that all medical equipment is serviced and checked.
- To carry out any other function that the School may reasonably require.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

## **Review**

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post. This list is not exhaustive.

## **Data Protection and Confidentiality**

In the course of employment at Downside, staff may have access to confidential information relating to staff, pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the Organisation's interest. Information which may be included in the category covers both the general business of the Organisation and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Downside is registered under the Data protection Act 1998 and staff must not at any time use the personal data held by the Organisation or disclose such data to a third party.

## **Policies and Procedures**

Staff are expected to follow all Downside policies, procedures and guidance as well as professional standards and guidelines relevant to individual disciplines. Copies of Trust policies can be found in the Staff Handbook which is available from the Human Resources Department.

## **Equality and Diversity**

Downside is committed to promoting equality and diversity in all its activities. We aim to provide inclusive processes, practices and a culture of equal opportunity for all members of the Downside community.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse with valid NMC Registration.</li> <li>Evidence of continuing professional development and all mandatory requirements relating professional registration e.g. Revalidation.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Management qualification or relevant experience.</li> </ul>	Application form/interview
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Fully conversant with The NMC Code for Nurses and Midwives and The NMC Standards for Competence for Registered Nurses.</li> </ul> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>A good understanding of the ethos of a Benedictine Boarding School;</li> <li>Excellent written and verbal communication skills;</li> <li>Ability to competently use IT systems;</li> <li>Strong organisation, prioritisation and delegation skills;</li> <li>Meticulous attention to detail;</li> <li>Ability to quality assure all systems and work methods to ensure the highest standards are met;</li> <li>Ability to work on own initiative or under pressure and to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Full current driving licence.</li> <li>Knowledge of PASS and 3sys systems.</li> </ul>	Application form/interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of health provision in a School environment or similar.</li> <li>Experience of working collaboratively within a team and with external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a leadership or management position.</li> <li>Previous experience in a Boarding School environment.</li> </ul>	Application form/interview

<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>▪ A flexible and professional approach.</li> <li>▪ To uphold confidentiality and discretion at all times in particular when dealing with sensitive medical information.</li> <li>▪ Ability to build and maintain appropriate relationships and personal boundaries with pupils.</li> <li>▪ To show a strong empathy towards young people and provide a reassuring and welcoming environment.</li> <li>▪ A calm, sensitive and professional approach at all times.</li> <li>▪ A confident, friendly and approachable manner.</li> </ul>		Interview
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**Received by (print name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_