

# HIGHGATE

Candidate Information Pack

## SCHOOL NURSE

Highgate, North London



# The School

Founded over 450 years ago in 1565 by Sir Roger Cholmeley, Highgate is one of the UK's leading co-educational independent schools for pupils aged 4-18. There are currently in the region of 1,900 pupils split across our Pre-Preparatory School, Junior School and Senior School sites, in conjunction with approximately 600 teaching and support staff. We are proud to be able to claim some of the top academic results across the UK, as well as titles of *Independent School of the Year 2019* and *Independent School of the Year for Social Mobility 2019*. Highgate has recently been named the Sunday Times London Independent School of the Decade by Parent Power, The Sunday Times Schools Guide. *"Ranking in the top 25 independent schools in the UK for its results in the examination hall, Highgate achieves well for its children. But it also makes a difference for many more children beyond its own gates."* Alistair McCall, The Sunday Times.

*Pupils praise the community feel,  
the high energy bustle, the fact  
that everyone finds their niche*

Tatler 2018





# Life At Highgate

## A culture of community, kindness and belonging

Highgate is a different kind of independent school. We are a school whose charitable ethos is an inextricable part of both staff and pupil DNA. Highgate doesn't exist in a bubble, but is connected to, and part of, a community. We have partnerships with over 60 state schools across 7 London boroughs, and, in 2017, Highgate co-founded the free sixth form school, The London Academy of Excellence Tottenham (LAET), with Tottenham Hotspur Football Club as principal business sponsor.

From the Pre-Prep right up to the Sixth Form, we are actively seeking to embed a real sense of belonging at Highgate. Everyone who works and studies with us deserves to feel they are part of an environment that:

- welcomes them
- enables them to be themselves
- understands them
- encourages questioning, self-knowledge, and self-expression
- helps them not just to manage, but to thrive, to discover and pursue their passions, and to develop as individuals and members of a community.

To do this, we are evaluating diversity in our professional, curricular and co-curricular life, exploring how to attract pupils and staff from all backgrounds to work and learn at Highgate and providing opportunities to share our own experiences as well as learning from alternative perspectives. Our work on inclusion at Highgate involves pupils, staff, alumni, parents and carers.

## Staff wellbeing

Highgate recognises the value of staff wellbeing which we promote by encouraging a strong work-life balance, trying our best to support flexible working requests, providing a nutritious food offering and offering access to sporting facilities including our recently renovated swimming pool. Our ethos is to be a reflective community and we encourage mindfulness throughout our school, for example by offering weekly prayers in our chapel. We also encourage an open culture throughout our school, with our directors having an open-door policy and making use of regular staff surveys.

We also encourage our employees to be continuously engaged in their role by providing opportunities to participate in the wider life of our school, such as taking part in trips or societies and getting involved in partnership projects.

## Charitable work and sustainability

We remain committed to our original status as an educational charity. Highgate offers a significant number of bursaries to pupils who would otherwise be unable to access our excellent teaching and enriching activities. We are also the principal educational sponsor of the London Academy of Excellence Tottenham, which was opened to provide an academically-selective, well-governed free sixth form in a community where such opportunities were lacking.

Alongside this, our staff and pupils undertake a number of charitable activities throughout the year. These range from staff giving up their time to neighbourhood schools and charitable organisations, to pupils undertaking community work in the local area or further afield. Additionally, we founded the Great Lakes High School in rural Uganda and continue to sponsor it, as it works to become sustainable in its own local community.

Highgate endeavours to be a sustainable school and we support a number of environmentally-friendly local and national initiatives on a daily basis. For example, our staff have embraced our initiative of no longer having single-use cups and, by providing everyone with a re-usable cup, our usage of plastics cups has fallen by 1,000 per week! We also encourage and have been recognised for a number of green transport initiatives.



# BENEFITS

## Location

Our School is located in Highgate Village, adjacent to Hampstead Heath. Highgate is one of the most beautiful and popular areas of North London, appreciated for its green open spaces, quaint shops and easy connections across London. Transport links include good bus routes and the Northern line of the London Underground, meaning central London is just twenty minutes away. This enables a smooth commute to the School, with staff and pupils coming from a wide area.

## Pension

We currently offer a defined benefit (final salary) pension scheme where staff can earn a pensionable benefit of 1/80th of their final salary for each year of membership. Our staff contribution rate is currently 6%.

## Induction, support and personal development

Highgate's induction and support for new staff ensures a smooth transition for all. Throughout your employment, you receive one-to-ones with your line manager to discuss your development and how the School can help you. We encourage our employees to further develop their personal skill set, so frequently help to fund independent study courses. There are also opportunities for secondments or involvement in partnership projects to enhance your own professional practice and knowledge.

## Leisure facilities

Our staff are offered free access, at stipulated times, to our sports facilities, including a fitness suite and swimming pool (currently being refurbished). The Mallinson Sports Centre also offers fitness classes at a competitive rate.

## Holidays

Academic holidays as they occur during the duration of the contract. The salary for this role includes an element of holiday pay in respect of statutory annual holiday.

## Lunch

A complimentary lunch for all staff is available in our Dining Hall. This includes hot meals, sandwiches, salads, fresh fruit and dessert. A packed lunch may be ordered, if preferred.

## Library

All Highgate staff can borrow books from our collection of 1,700 items, held in our magnificent Sir Martin Gilbert Library, a beautifully restored Victorian building.

## Cycle to Work Scheme and Season Ticket Loan

The Cycle to Work Scheme is a salary-sacrifice arrangement that enables employees to make tax and National Insurance savings when purchasing a bike. Our Transport and Logistics Manager is happy to help staff plan their cycle route to work. Highgate also offers an interest free loan to pay for your season ticket on public transport.

## Family-friendly policies

Highgate appreciates that employees sometimes have family commitments so we try to be as supportive as possible, for example with enhanced maternity pay (8 weeks' full pay, then 10 weeks' half pay) and paid dependant leave.

*Blessed with playing fields and space beyond  
the dreams of other London schools*

Good Schools Guide 2018



# SUMMARY

**Salary:** £32,500 p.a. (based on FTE £40,047)

**Type of position:** Permanent, Term Time Plus 6 days

Working 40 hours per week, Monday to Friday, term time plus six days per year. The School Nurses share cover for two Medical Centres on rotation. The Senior School Medical Centre operates from 8.15am until 4.45pm and the Bishopswood Road Medical Centre operates from 8.30am until 5pm. Pay is calculated based on a 42.2 week year including paid holiday.

**Reporting to:** Director of Pupil Wellbeing

## THE MEDICAL FACILITIES

The medical facilities are well equipped in order to facilitate the immediate care, both medical and pastoral, of pupils and staff at Highgate School. There are two main sites where medical care is available – the Senior School Medical Centre on North Road and the Bishopswood Road Medical Centre. Two qualified nurses share the responsibility for the day-to-day medical provision across the whole school and may be required to cover either site.

## THE ROLE

The role of the School Nurse at Highgate is to support pupils' health and wellbeing in order for pupils to fully participate in active school life.



# MAIN RESPONSIBILITIES

## **Provision of medical care to pupils and staff on a daily basis:**

- Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis
- Treating pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate
- Where necessary, arranging to get the pupil / person home safely or to alternative care, e.g. the individual's GP or to hospital
- Administering medication according to School policy
- Performing necessary health checks to assist with diagnosis
- Liaison with parents and staff in accordance with the School policies on medical and mental health
- The School Nurses are required to attend buildings other than the Medical Centers and it is vital that they can be contacted at all times. The School will provide mobile phones

## **Responsibility for the day-to-day running of the of the Mills Centre and Senior School Medical Centers and for providing support where required for the Junior School Medical Room:**

- Ensuring that the Mills Centre and Senior School Medical Centers (and Junior School Medical Room where required) are appropriately staffed, stocked and equipped
- Ensuring safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around the school and replacement of supplies
- Timely maintenance of pupil files, medical records and medical Center attendance records
- Organisation of essential emergency medications in the Dining Hall and on sites (16) other than the Medical Centre

## **Coordinating immunisation programmes:**

- Liaising with local health authorities in the organisation of immunisation programmes
- Arranging and managing communication with parents with regard to consent
- Maintaining records on electronic register where appropriate

## **Liaison with appropriate teaching staff with regard to any medical problems concerning pupils:**

- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities
- Regular meetings with senior pastoral staff (Principals, Deputy Heads, Assistant Heads, Heads of Year, Heads of House, etc.) to provide advice on effective pastoral care for particular pupils
- As part of the nursing team, drafting and updating of "essential care list" of pupils with "need to know" conditions to communicate risk and manage confidentiality
- Add appropriate information onto the pupil recording systems (CPOMS) to communicate about pupils medical/wellbeing information to staff as appropriate
- Providing general advice and training for staff for initial care of pupils with particular medical needs

## **Providing support to academic staff:**

- The School Nurse works closely with the Designated Safeguarding Leads, the Pastoral Management Teams, Welfare Support Officers and School Counsellors, across senior school, junior school and pre-prep, but at all times exercises judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children
- The School Nurse liaises with the Welfare Support Officers and School Counsellors as appropriate regarding the mental health needs or pupils

### **Teaching of pupils and/or staff:**

- When requested, provision of first aid updates for members of staff, particularly Sport and Exercise staff or those regularly involved in residential trips
- When requested, contributing to topics within PSHE schemes of work and / or other assemblies
- As appropriate, raising awareness of medical and health issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff, or updating health issues notice boards, and participating in assemblies.

### **Involvement in Health and Safety issues:**

- Working with staff to ensure the timely completion of accident reports and following School policy in the submission of RIDDOR reports
- Medical representation, as appropriate, on the School Health and Safety Committee
- Support the School in a consulting capacity in their management of medical issues relating to a medical crisis, such as the Covid-19 Pandemic

### **Administration:**

- Working with the Lead Nurse to ensure medical questionnaires and all relevant parental consent forms to administer or carry medicine etc. on entry to school and at agreed stages of school career are obtained and retained
- Assisting with the implementation and regular updating of pupil health care plans
- Maintaining electronic records of daily visits to Medical Centers or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
- Supporting the Lead Nurse in gathering information for the preparing of reports as needed by the school management teams.

These duties and responsibilities are intended as a guide only. The School Nurse will be expected to undertake any other reasonable task or responsibility as may be requested by their Line Manager, the Bursar or their designated Deputies.





# PERSON SPECIFICATION

## KNOWLEDGE/SKILLS

### *Essential*

- Comprehensive knowledge of first aid procedures and management of medical procedures in a school or similar setting
- Good knowledge of mental health issues and support programmes
- Knowledge of safeguarding procedures and legislation (Keeping Children Safe in Education)
- Knowledge of medical confidentiality
- Awareness of current public health services and legislation
- Ability to work independently without medical back up on site
- Computer literate.
- The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance
- Excellent written & verbal communication skills
- Ability to work in collaboration with other professionals both in and outside of school
- Ability to work alone, unsupervised and with proven initiative and to be part of a busy and focussed team
- Able to work under pressure
- Able to prioritise tasks successfully and to plan ahead and to anticipate requirements

## QUALIFICATIONS

### *Essential*

- RSCN, RN-child, or RGN with relevant experience (i.e. A&E, School nursing, Practice nursing)

### *Desirable*

- First Aid Qualification
- Training in young people's sexual health
- Training in mental health, such as Mental Health First Aid, or training with young people's mental health
- Evidence of commitment to professional development

## EXPERIENCE

### *Essential*

- Experience in either school nursing experience; A&E experience; paediatric nursing experience, or experience in adolescent health
- Minimum 3yrs post registration
- Experience of working with children and liaising with parents
- Experience of working with a range of agencies (e.g. GP, health, social care)

### *Desirable*

- To have worked in a school environment
- Dealing with safeguarding concerns
- Experience of infection control



## Child Protection

Highgate is committed to the safeguarding and welfare of children. Applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, overseas police check if necessary and the Disclosure and Barring Service.

## Equality, Diversity and Inclusion

Highgate is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

## Application Procedure

Applications should be made via Highgate's website:  
[www.highgateschool.org.uk/work-with-us/](http://www.highgateschool.org.uk/work-with-us/)

For any queries please contact:

Alice Taylor  
HR & Recruitment Officer  
Highgate School  
North Road  
London N6 4AY  
[Recruitment@HighgateSchool.org.uk](mailto:Recruitment@HighgateSchool.org.uk)

**Closing date:** Monday 27 June at 8.00am. Applications will be considered on receipt, and we reserve the right to close an advert early if we find a suitable candidate.

# To and From

10 minutes by public transport  
10-15 minutes' cycle / 30 minutes' walk

15 minutes by public transport  
20 minutes' cycle / 45+ minutes' walk

20-25 minutes by public transport  
25 minutes' cycle

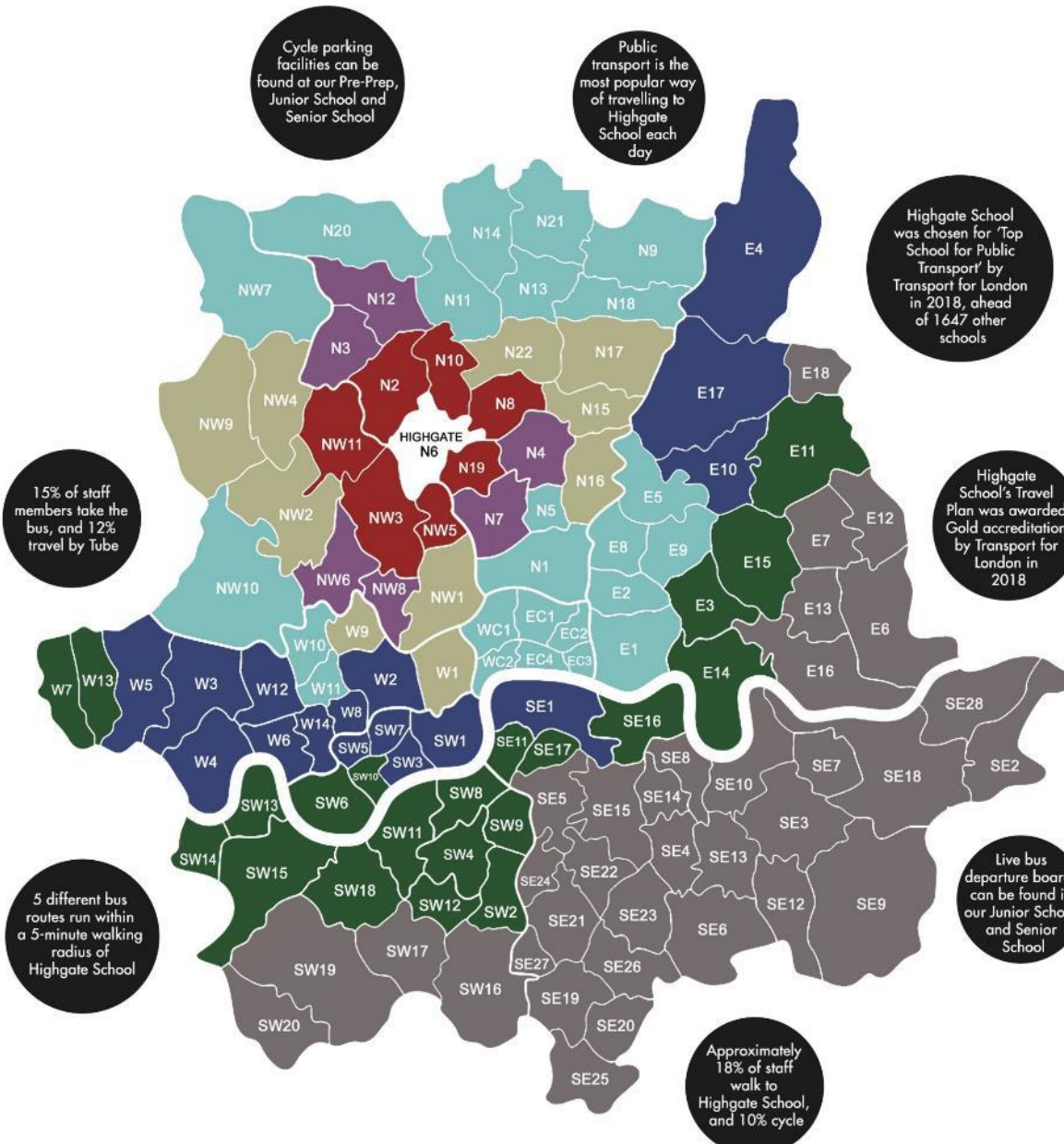
40 minutes by public transport  
25-35 minutes' cycle

45-50 minutes by public transport  
40-50 minutes' cycle

50-60 minutes by public transport  
1+ hours' cycle

1+ hours by public transport  
1+ hours' cycle

*Travel times may vary during peak commuting hours*



Highgate School supports anonymous recruitment. This means we hide your personal, identifying information to remove bias from the hiring process. We encourage applications from candidates who experience barriers and inequity due to their ethnicity, gender identity, physical or mental health, sexuality, and/or socio-economic background.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

This role will not normally involve unsupervised contact with pupils; however in the context of their employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with Highgate's Safeguarding & Welfare Policy which is found on the intranet (Venn and SharePoint). If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the Policy. A copy of this Policy will accompany all offers of employment.

## HIGHGATE

Highgate School  
North Road  
London N6 4AY

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[recruitment@highgateschool.org.uk](mailto:recruitment@highgateschool.org.uk)