

RECRUITMENT PACK



School Nurse

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|----------------------------|--|
| Employment Status | Various Hours Available • Permanent |
| Employment Location | Framlingham College Prep and Senior School |
| Application Closing Date | Midday Monday 10 January 2022 |
| Interviews Week Commencing | Monday 17 January 2022 |

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



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 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 candidates 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 positions 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 roles are 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.

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 to appoint both a Lead Nurse as well as Residential Nurse, please see the separate recruitment packs for these posts.

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 Monday 10 January 2022**. The interview date will be week commencing Monday 17 January. 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

Lead School Nurse

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 holiday

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 pupils at both schools.

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

- Be 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 Lead Nurse, Deputy Head (Pastoral) and other staff to ensure that the Medical Centre provides a high level of service for the school community;
- Ensure dissemination of information regarding medical matters;
- Liaise effectively with Housemasters/mistresses regarding pupils health;
- Assist in organising vaccination programmes within national guidelines;
- Assist in the promotion of the health education programme at the College;
- Ensure adequate medical records are kept for all pupils and that 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 pupils with chronic/acute medical conditions are receiving appropriate evidence-based care, as per written care plans and in consultation with parents and clinicians;
- Check that medical information for new pupils has been received prior to admission and organise medicals for new pupils on starting at



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the school;

- Ensure that the Medical Centre has appropriate stock of consumables and equipment and that such 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 as appropriate 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;
- Maintain the school First Aid boxes and Sports First Aid bags as per an approved schedule;
- Communicate with parents regarding the health and welfare of their children;
- Maintain the medical room, facilities and first aid kits throughout the school to a high standard in line with school policies and ISI regulation;
- Complete administrative tasks as necessary within the Medical Centre;
- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met.

Professional Conduct

- Develop and adhere to appropriate policies and protocols to ensure that the Medical Centre operates within acceptable guidelines and national standards including the NMC Code of Conduct;
- Maintain your registration with the NMC.

Pastoral Care

- 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 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 for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. 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 or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead;
- Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the DSL.

Training and Development

- Maintain your own continued professional development;
- Undertake training as necessary and ensure records of this are passed to HR for recording;
- 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;



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- 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;
- Keep up to date with national and local government health initiatives.

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/TRAINING

| | 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 | ✓ | |
| Mental Health qualification | | ✓ |
| Equality and Diversity Training | | ✓ |
| Full driving licence | ✓ | |
| Up to date First Aid at Work 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 | | ✓ |

PROFESSIONAL EXPERIENCE

| | E | D |
|---|---|---|
| Minimum of 2 years post registration experience | ✓ | |
| Evidence of commitment to continuing professional development | ✓ | |
| Previous supervisory experience | ✓ | |
| Experience gained working with children and families | ✓ | |
| Experience of sports injury care and treatment | ✓ | |
| Experience of working in an accident and emergency department | | ✓ |
| 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 | | ✓ |

PROFESSIONAL COMPETENCIES AND SKILLS

| | E | D |
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| 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 | ✓ | |
| High level of IT literacy, including working knowledge of Word, Excel and Outlook | ✓ | |
| Good communication skills; both oral and written | ✓ | |

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 | ✓ | |
| 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 enrichen 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.