



**POCKLINGTON
SCHOOL**

Ages 3 to 18



School Nurse

Information Pack

July 2019





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

Aims, Values and Practice



Aim

To inspire for life

Confidence - We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility - Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

Achievement - In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

Values

We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

Trust - The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth - We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage - We challenge ourselves and each other to change for the better.

Practice

We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:

Support - We put the well-being of our pupils first, with excellent pastoral care.

Learning - We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition - We recognise and reward success and commitment, progress and achievement.

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Personnel Team.

Foundation Benefits:

Pension scheme – We offer competitive employer contribution rates for all staff

Discounted school fees with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements – this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay – allowing for easy home budgeting
Free staff room refreshments

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Tai chi, yoga and art classes – these are advertised throughout the school year

Winter car lights test – organised by the Transport Team each January

Massages – these are arranged on an ad-hoc basis throughout the school year

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking (although this is subject to possible legislative change in the future)

Free library services – including holiday book loans



External Providers:

Discounted membership at the Box gym (see flyers on the school noticeboards)

Health Care – access to reduced rates

HMRC:

Child Care Vouchers

Cycle to Work scheme

Both these schemes are offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: School Nurse

Overall Purpose: To provide first aid, medical and nursing care for pupils, members of staff and visitors.

Responsible To: Senior Nurse

Staff Responsible For: N/A

Salary: To be negotiated, dependent upon relevant skills and experience.

Copy of Job Advertisement:

PART TIME SCHOOL NURSE
required from September 2019

Working as part of a caring and friendly small team of nurses, you will provide high quality medical and nursing care for pupils, members of staff and visitors. You will be used to working with children and young adults ideally within an A&E or practice nursing environment. You'll be a Registered Nurse with a full driving licence who has strong interpersonal skills with a warm, caring and sensitive personality along with a great sense of humour.

You are required to work during term time only on a rota basis (plus up to 2 weeks working during the school holidays) which includes being on-call to ensure 24 hour cover for our boarders. We can be flexible regarding the number of hours of work (between 15 and 24 hours a week).

For an informal chat about the role with Karen Eccles, our Senior School Nurse please ring 01759 322666

You can access further information and an application form from:
www.pocklingtonschool.com

T: 01759 322666 E: recruitment@pocklingtonschool.com

Closing date: 9am 30th July 2019

Planned interview date: 5th August 2019

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The shortlisted applicants will be required to complete the school's application form and the successful candidate will undertake an enhanced disclosure via the DBS.

Job Description

SCHOOL NURSE

Reporting To:

Senior Nurse

Main Purpose:

To contribute to the pupils' medical needs as part of a team of nurses. The nursing team is supported by the Pocklington Group Practice.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement 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 they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

July 2019

POCKLINGTON SCHOOL FOUNDATION

Main Duties

- Provide first aid, Medical and Nursing care for pupils, members of staff and visitors.
- Keeping up-to-date with requirements of the National Minimum Boarding Standards with regard to the health care of Boarders, liaising with the Senior Nurse and the Assistant Head (Boarding and Pastoral).
- Administration, record keeping and documentation of both day and Boarding pupils.
- First Aid provision for casualties (sport or otherwise)
- Nursing treatments under the direction of School Doctor, and the Senior Nurse.
- Setting and maintaining high standards of care.
- Stock control of medical supplies within the Medical Centre and boarding houses, under the direction of the Senior Nurse.
- Responsibility for own continuing education and training. Attendance at relevant BSA nursing courses via liaison with the Assistant Head (Boarding and Pastoral) and the Senior Nurse.
- Health education and promotion within school, including the teaching of First Aid to 5th Year pupils during PSHE.
- Provide emotional support for pupils.
- Compliance with Health and Safety regulations within the Medical Centre and First Aid room.
- Involvement with "on-call" rota for weekends and nights as arranged by the Senior Nurse.
- Liaison with parents, pastoral staff and external agencies as necessary alongside the Senior Nurse.

The above main duties are not exhaustive and may vary without changing the character of the job or level of the responsibility.

A vehicle is provided for the use of the nurses in the exercise of their duties.

All nurses are provided with a mobile phone for school use.

Nurse duty rota

The Senior Nurse creates a rota to ensure that there is adequate cover at all times, whilst pupils are at school.

Person specification

	Essential criteria	Desirable criteria	How Measured
Experience	<ul style="list-style-type: none"> Nursing experience working with children/ young adults 	<ul style="list-style-type: none"> Accident and Emergency or Practice Nursing experience Supervisory experience 	Application Form, Interview
Education and Training	<ul style="list-style-type: none"> Nursing qualification RGN, registered with NMC Full driving licence First Aid qualification (or willingness to acquire/update such a qualification) 	<ul style="list-style-type: none"> Membership of RCN Child-based qualifications 	Application Form
Skills and knowledge	<ul style="list-style-type: none"> Initiative Organisational skills Role development skills Able to communicate effectively and appropriately with staff, parents and pupils 	<ul style="list-style-type: none"> Good IT skills 	Application Form, Interview
Personal attributes	<ul style="list-style-type: none"> Strong team player, flexible and co-operative Warm, caring personality, sensitive and supportive Child-centred Enthusiastic Resourceful and proactive Approachable Ability to remain calm under pressure Sense of humour Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation 	<ul style="list-style-type: none"> An interest in non-residential boarding house supervision work 	Application Form, Interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Recruitment Timetable

Closing Date: 9am 30th July 2019

Expected Interview Date: 5th August 2019

Expected Start Date: Ideally during the first 2 weeks in September

Completed application forms should be sent to: recruitment@pocklingtonschool.com

Please ensure you read the guidance notes for completing the application form alongside the information available in the Application Process & Safer Recruitment guidance, Recruitment of Ex-Offenders Policy Statement and Secure Storage, Handling, Use, Retention and Disposals of Disclosures and Disclosures Information Policy Statement. These are available on the key recruitment policies page of our website or will have been sent to you as a hard copy if requested.

For further information please contact Abby Popely, Personnel Officer:

PopelyA@pocklingtonschool.com

01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

