



King's
Hawford

School Nurse

Part-time

Candidate Information



King's Hawford



I am so pleased that you have expressed an interest in the School Nurse role at King's Hawford. I have the enormous privilege of being the Head at King's Hawford, and can testify to the warmth of welcome you will receive.

This is a busy, exciting and joyful community of which to be a part. Our staff are creative in their approach and encourage every child to embrace academic challenge, or perform outside of their comfort zone by dancing, singing and performing. Learning a new language or a musical instrument and exploring the great outdoors are simply woven into the fabric of everyday life here.

Teaching and learning are structured to encourage all children to build skills such as collaboration, resilience

and independent thinking, which will enable them to achieve success in the future; furthermore, our co-curricular approach builds character.

We are looking for a School Nurse to join our team on a part-time basis. This post would suit someone who has a positive 'can do' attitude, warmth and enthusiasm. We want to appoint somebody who loves being around lively, curious children and enjoys a varied role where no two days are the same.

We look forward to hearing from you.

Tom Butt

Head

King's Hawford Prep-School



Job Description

Every pupil at King's Hawford has access to unparalleled facilities and inspiring members of staff. As ever though, it is the pupils themselves who make the School what it is. Children at King's Hawford are defined by their strength of character. They put their hands up, they have a go and they are confident to do so, whilst looking after each other when things don't go to plan. Our commitment to learning outside the classroom and environmental sustainability are at the heart of all we do, and this fosters a great sense of responsibility towards nature in every child.

Our school nurses are a key part of the superb pastoral provision at King's Hawford. They offer a first class, nurturing experience to all children and play a pivotal role in the communication with parents.

Health and Welfare of Pupils

Medical

- Take responsibility for the school health centre.
- Manage a school response to accidents and illnesses at school, liaising with parents and the Headmaster, as appropriate.
- Keep a record of all accidents and illnesses at school.
- Report to the Headmaster on sickness and accidents, and related health and safety matters.
- Maintain first-aid equipment at all school locations.
- Collate and keep all medical records, including details of allergies and any regular medication, and any individual care plans, up to date and easily accessible to authorised persons.

- Communicate medical information to all school staff as appropriate.
- Offer first-aid cover at sporting and major school events.
- Keep, record, and dispense medicines as required.
- Update relevant policies, in conjunction with the Headmaster, as appropriate.
- Co-ordinate the first-aid training of staff.

Pastoral Care

- Assist with the pastoral support of pupils.
- Be available to pupils and parents at the start and finish of the school day, adopting a proactive pastoral approach.
- Help with PSHCE when requested.

Supervision of Pupils

- Supervise sick children awaiting collection.
- Supervise food distribution at breaks in the Dining Room (with Pre-Prep).

General

- Accompany children on outings when permissible.
- Assist in the School Office on a regular basis, following up any recorded lates or absences in the register with the Form and House Tutors.



- Assist catering staff with setting up lunch.
- Ensure all sanitary bins are appropriately located throughout the School, reporting any shortfalls to the cleaning team or the Headmaster.
- Take responsibility for the School's lost-property system.
- Undertake other duties as reasonably requested by the Headmaster.

Safeguarding responsibilities

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils. Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The School aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Our commitment to safeguarding

The King's Foundation is dedicated to safeguarding and actively promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture.

We follow the child protection procedures set out by Worcestershire Safeguarding Children Partnership and the West Mercia Consortium Inter-Agency. We understand the need to engage with any local safeguarding children partnerships and the statutory duty to cooperate if the School is named as a relevant agency.

Our safeguarding and safer recruitment policies are written in line with statutory guidance given in the latest version of Keeping Children Safe in Education (KCSIE), including Annex B for school leaders and those working directly with children.

Our Designated Safeguarding Lead takes leadership responsibility for the School's safeguarding arrangements.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could happen here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff are expected to actively promote and safeguard the welfare of all pupils. As this post involves significant contact with children and the postholder will be responsible for children, they will be considered to be in regulated activity and must report any concerns in a timely manner.

All staff must also attend annual safeguarding training and have proper regard for the School's safeguarding policy and procedures.

Person Specification

Qualifications required

- Holder of First Aid Certificate (essential).
- Holder of Paediatric First Aid Certificate (desirable, training will be provided if necessary).

Knowledge and experience

- Experience in provision of Independent School Health Care (desirable).
- Experience/background in nursing or paramedics with an awareness of allergy, care and administration of medicines, dietary issues, childhood illnesses (desirable).
- Familiarity with childhood medication issues (desirable).
- Experience of record keeping (desirable).
- Experience of working with children (desirable).

Essential skills and personal attributes required

- Approachable to young children and adults alike.
- Kind and caring manner.
- The ability to respond to a medical emergency competently, effectively, and calmly.
- The ability to form and maintain appropriate relationships and personal boundaries with children, families, and colleagues.
- The ability to prioritise, multi-task, and work efficiently.
- Common sense, patience, and a good sense of humour.
- Discretion and confidentiality.
- Enthusiasm and willingness.
- Cheerful nature.
- Flexibility.

Hours of work

This is a permanent, part-time, term-time only role, 15.5 hours per week, over two days. The School Nurse will start work at 8:00am and finish at 4:15pm, with breaks to be agreed. It will be important that the School Nurse's breaks do not coincide with games or pupils' breaks, as these are times when there is the greatest risk of injury to pupils. Precise details of the shape of the working day will be agreed with the School Nurse and it is envisaged that there will be a flexible approach, assisting in the School Office when appropriate.

Start date: 15th April 2024

Application Process

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates must complete the TES online application form which can be found at: www.tes.com/jobs

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications:

9am Wednesday 28th February 2024

Start date: 15th April 2024

In order to provide our pupils with a well-rounded and enriched educational experience that is truly representative of the world in which they grow up in, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. As such we believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the School community.

