



# Our Lady's Abingdon

Independent Catholic day school for girls and boys aged 7-18



## Nurse

Information for prospective  
members of staff

## Message from the Head, Mr Daniel Gibbons

Thank you for your interest in Our Lady's Abingdon. I hope that what you read here will inspire you about our school and help you decide whether applying to join our community is the right move for you.

This is an exciting time to be working at OLA. Formerly a convent school run by the Sisters of Mercy, we are now fully coeducational and governed by a board of lay trustees. As such, we have a unique position in the Oxfordshire independent schools' landscape. Our Senior School offers a broad and balanced curriculum, with pupils taking ten or eleven subjects at GCSE/IGCSE. Pupils have a positive and purposeful approach to learning. Behaviour is excellent and our small class sizes mean we are able to challenge and support according to individual need. Our Sixth Form, which has grown in numbers in recent years, offers a curriculum that includes more than twenty A level choices, the Extended Project Qualification (EPQ) and a well-planned enrichment programme.

Our Catholic ethos defines us and is at the heart of all we do. It inspires our mission, directs our work of teaching and learning and offers us a vision for the goal of human life. Across the curriculum respect is given to the dignity of every human person. We connect the teaching of the faith to the pupils' own lives through our programme of assemblies, retreats and liturgies, providing them with the opportunity to reflect on their personal experience of the love of God. We are proud of our distinctive family atmosphere, which fosters a tangible sense of community and happy relationships between staff and pupils.

OLA aims to develop the individual talents of each pupil, every child being seen as a unique human being, created by God with gifts to be recognised, valued and nurtured. Students are encouraged to have high aspirations. They are expected to contribute fully to school life and participate in the wide range of enrichment opportunities on offer. As a result, pupils leave OLA as well-rounded, confident and well-qualified young people, ready to face the challenges of the adult world.

If you choose to apply for this post, we will give your application all the seriousness it deserves. OLA is a wonderful, vibrant and happy environment in which to teach, with a palpable sense of belonging among our staff. The role we are looking to fill is central to the flourishing of the school and I hope you will feel that you are the person to fill it.

*Daniel Gibbons*  
*Head*



## JOB DESCRIPTION

The Nurse's key responsibility is to provide a clinically effective, high-quality service of nursing care to pupils alongside first aid care to all members of the school community. Reporting directly to the Chief Operating Officer, the post holder will also be responsible for the strategic development of school nursing provision in line with recommended best practice guidelines from the RCN.

### Key responsibilities

- Adhering to the NMC Code of Professional Conduct and other NMC advisory papers.
- Using evidence-based practice to develop and maintain high-quality nursing care for the pupils.
- Ensuring that a code of confidentiality is developed and adhered to.
- Understanding the school's Catholic ethos and being prepared to work within it.
- Ensuring care plans are developed and written for pupils requiring them.
- Providing first aid and emergency care treatment as necessary, including maintaining a stock of all school first aid kits.
- Following good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- Operating procedures for control of infectious diseases.
- Awareness of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintaining medical records accurately, confidentially and safely.
- Keeping records of reported incidents.
- Liaising with Social Services where appropriate.
- Taking part in the delivery of PSHE to support teaching staff as appropriate.
- Teaching first aid as appropriate.
- To review and evaluate the service.



## PERSON SPECIFICATION

### Education/Qualifications

Professional nursing qualification: a registered nurse on part 8 or 15 of the NMC register with relevant post-registration experience, or on part 1 and possessing a specialist practitioner school nurse qualification. Knowledge and experience of providing first aid and the care of children with chronic illnesses.

### Knowledge

- An understanding of the development, emotional, social and educational issues of children and young people.
- An awareness of the range of needs of people from diverse backgrounds.
- Knowledge of the Children's Act and legislation pertaining to children.

### Experience

- Minimum of two years' post qualification experience.
- Experience of working with children and young people.
- Experience of working as part of a team is desirable though not essential.

### Skills

- Excellent written and verbal communication skills: clear, concise and succinct.
- Excellent listening skills.
- Ability to work independently and use initiative as required.
- Good basic IT skills.
- Resilient, able to cope with the changing demands and pressures of the role.
- Good organisational skills relating to both the nursing and administrative aspects of the role.
- Self-motivated to meet objectives and continually strive to improve the nursing service.
- Committed to ongoing professional development; willingness to attend appropriate training and/or updating.
- Physical capability to undertake the requirements of the post and use specialist equipment in accordance with health and safety guidelines
- Patience, tolerance and sensitivity in line with our catholic ethos.



## ABOUT THE SCHOOL

OLA is a Catholic, co-educational day school located close to Oxford in the heart of Abingdon, welcoming pupils of all faiths and none. We successfully combine excellent academic achievement with huge strengths in the creative and performing arts and a broad range of opportunities beyond the classroom. Exceptional pastoral care and an innovative, inclusive culture underpin all that we do. This provides pupils with the individual focus, resources and confidence to realise their potential in a happy and secure environment, enabling them to become successful members of society.

OLA's values and ethos enable pupils to develop in mind and spirit. The strong moral standards we promote encourage pupils to be polite and articulate with a high degree of self-worth. Outstanding pastoral care ensures that pupils flourish academically and in all the activities they undertake. We provide an all-round education, within a broad curriculum, which results in a sound and balanced foundation for the world beyond school. Excellent facilities and small class sizes make this possible, meaning that our pupils, whatever their talents, are stretched to do their very best to succeed.

Our co-educational ethos provides an atmosphere where pupils are at ease with one another and natural relationships are fostered. OLA is a purposeful, outward-looking school with a happy, family atmosphere which gives children the freedom to develop within a structured framework. As our school motto says: *age quod agis* – whatever you do, do it well.



OLA offers outstanding pastoral care to all its pupils. We have a justified reputation for being a caring and nurturing school with a calm, purposeful environment that gives all pupils the opportunity to thrive. Pupils at OLA feel safe, well-cared for and known by all their teachers. We place great value on care and support for the individual and our pupils interact with each other positively and with genuine care and compassion.

Academic and personal progress is closely monitored throughout a child's time in the school to ensure that the experience of all pupils is a happy and positive one. Pupils in Years 3 – 6 come under the care of our Head of Lower School. Year 7 has a dedicated pastoral head in charge of transition to Senior School life, after which pupils are looked after by our Heads of Middle and Upper School respectively, who guide them through Years 8 to 11. In this way they receive the best possible individual support, enabling them to make the most of their GCSE years. Alongside this they receive expert guidance from our Careers staff and form teachers as they make important decisions about the subjects they wish to study for A Level.

Hand in hand with pastoral care goes spiritual nourishment, promoted by all staff but particularly by our dedicated chaplaincy team who arrange retreats, assemblies and liturgies. Our beautiful school Chapel is a real centre for prayer and our Catholic ethos ensures all pupils, whatever their background, have opportunities to step back from the busy school day to enjoy times of quiet and reflection.

OLA prepares children for life. Students leave us at 18 as young men and women not only equipped academically for university, but as well-balanced individuals with the confidence to make their way successfully in the world beyond school. Following their chosen path with enthusiasm, they can use the skills they have acquired at OLA to exploit their abilities and make them count in society.



## WORKING AT OLA

### Salary

OLA has its own salary scale. Qualifications and experience are taken in to account when setting starting salaries.

### Working Hours

This is a term-time only role. Working hours are Monday to Friday from 8.00am to 17.00pm with an unpaid one hour lunch break.

### Benefits

- Lunch is provided at no cost during term time, with tea and coffee available throughout the day. Snacks and light meals are provided to staff who are required to work in the evening for school events.
- On-site parking is available at no cost subject to a valid school parking permit being displayed.
- CPD and training are encouraged and the school has an annual INSET programme for staff.

### Pension

Support staff have the option of joining a generous pension scheme.

*Non-contractual benefits are given at the discretion of the Governing body and can be withdrawn without notice.*

### Location

The school is located in Abingdon-on-Thames, an historic market town situated eight miles to the south of Oxford with its world renowned reputation as a centre of academic excellence. The town has a lively community and has undergone recent development to upgrade the central shopping area. There is a good selection of restaurants, cafes and bars situated a just few minutes walk away from the river and picturesque gardens of Abbey Meadows. The town supports a mixed international community and has excellent bus links to Oxford, which is just a 15 minute ride away and provides a wealth of social and cultural opportunities for all ages.



## SELECTION PROCESS

- Applicants are asked to submit a completed support staff application form which is available from the school website. No other form of application will be accepted.
- Please ensure that the form is completed in full ensuring that no gaps are left in your employment history.
- When explaining why you should be considered for the role please refer to the details provided in this document.
- Two referees should be provided, one of which must be your current or most recent employer.
- Applications will be considered on a rolling basis until a successful appointment is made.
- The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, in addition to other necessary safeguarding measures.
- Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Should you require any further information please contact the school directly on 01235 524658.

