

# LORD WANDSWORTH COLLEGE



A GREAT FOUNDATION

RGN School Nurse

January/February 2021

Job Description

## The College

Lord Wandsworth College is an ambitious and forward-thinking independent, HMC co-educational boarding and day school of around 650 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care and superb all-round education. This is embodied in our exceptionally wide and **high-quality co-curricular programme** alongside a passion and drive to be sector leading in **Pupil Voice** and **Character Education**. LWC is a popular school, growing significantly - despite the sector challenges – in the past decade. We aim to develop a 'can do, will do' mindset and to nurture and inspire our learners. We believe in them and go the extra mile for them.

LWC is situated in an estate of 1200 acres in a rural area of Hampshire and within the village of Long Sutton, yet only 15 minutes from Hook/Winchfield stations which are less than an hour from central London. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation still continues to support about fifty children. These Foundationers add a stimulating dimension to the school's make-up and the Foundation is central to the ethos of LWC.

## Daily life

LWC is a co-educational boarding and day school, with six full days teaching and activities a week. The College is divided into one junior and seven senior houses. The majority of the pupils return home on a Saturday after games and return on a Sunday evening or Monday morning. Many of the academic staff are housed on the campus as are a number of support staff. Staff are expected to play a wide part in the life of the school beyond the classroom. Resident house staff live in or near to their boarding house and they share residential duties during the week and weekends with resident tutors. Most other staff are attached to a boarding house, have a tutor group within it and do an evening's duty in house once a week. Sunday trips for full boarders are undertaken by staff on a rota throughout the year.

The College had an ISI Inspection in 2020 and the report may be read at [ISI Inspection Report 2020](#)

Our five core values are integral to LWC's ethos and aspirations for the years ahead and are at the heart of what we do:

- +1 (what one more thing can you do to make a difference to others)
- +2 (we aim to treat every pupil two years ahead of where they should be, academically)
- +3 (we are passionate about welfare, wellbeing and good mental health for all)
- 4 Pupil Voice (we aim to be the leading school in the UK within 5 years)
- **5 Character Education** (we aim to be a leading voice in the UK within 5 years)

## The future

LWC is in the middle of an exciting development programme, involving the investment of well over £20 million in outstanding facilities through a transformational campus masterplan. A major new Science building will open in 2021. The whole school is equipped to enable children to bring their own devices and our virtual learning environment is growing in use. Most important, though, is the quality of our staff. We hope everyone finds us warm, welcoming, open and really focused on working hard to do the very best we can for all the pupils in our care.



**PASTORAL OVERVIEW OF THE COLLEGE:** The College offers full, weekly or flexi boarding. Term time, Monday to Friday are normal working days. Saturdays mornings are optional for pupils and we offer an exciting enrichment programme of extension lessons, clubs and activities and a full, compulsory programme of sports and fixtures in the afternoon. There are also activities on offer for full boarders on Sundays. The College is divided into one junior and seven senior houses. Around 100 boarders remain over the weekend. Practically all of the academic staff are housed on the campus as are a number of support staff. Staff are expected to play a wide part in the life of the school beyond the classroom and the ability to contribute to a major sport and/or the cultural activity programme would be an advantage. Resident house staff live in or near to their boarding house and they share residential duties during the week and weekends with other full time house parents who are attached to a boarding house, have a tutor group within it and do an evening's duty in house once a week.

We have a fully staffed on site Health Centre during the day and an on-call system with the local GP during the night.

**THE DEPARTMENT:** The Health Centre new refurbished fully equipped day centre which is available to pupils and staff Monday to Saturday and delivered by registered nurses term time. Nursing hours are from 8.30am to 6.00pm Monday to Friday and Saturday 9.30am to 5.00pm, by registered nurses during term time (currently 33 weeks). Clinics with the School Medical officer/GP run on a Monday and Thursday. The pupils may also use the Health Centre as a 'refuge' and a place to receive emotional support, as well as treatment for ailments, and this should be considered by the Health Centre staff to be part of the service. Care is taken of the health and wellbeing of all the pupils in compliance at all times with the School's Safeguarding Policy.

**THE ROLE:** Nurses are employed directly by the College. You will work with a small but effective team of school nurses within our well equipment Health Centre. The Health Centre operates by day between 8.30am and 6.00pm (out of hours GP services are accessed by Houseparents and Matrons at night). Led by the Senior Nurse in conjunction with the Senior Deputy Head nurses contribute to the health agenda for the **school** environment, working directly alongside head teachers, teachers, governors, and parents to promote the health and wellbeing of the pupils. The aims of a nurse in this environment is to provide a clinically effective, high quality service to school pupils and first aid for staff at the College. The Nursing team will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the school.

REPORTING STRUCTURE: The Senior Nurse; Senior Deputy Head; The Headmaster.

#### Internal relationships

- Will work extensively with the Health Centre Team which is led by the Senior Nurse who is assisted by a small team of 5- 6 nurses and a medical secretary to support the delivery of medical, health care to pupils and first aid for staff
- Working with all members of staff both teaching and support staff, maintaining close relationships with key staff in the provision of the boarding community, as well as key administration staff as well as the facilities departments.

#### External relationships

- Professional service suppliers and providers
- Parents and potential parents (viewings to the boarding house)
- Friends of the College.
- Volunteers.

RESPONSIBILITIES: The nursing staff at LWC are responsible for the care of sick or injured pupils and emergency medical advice / first aid to staff and visitors at the school. The role can include:

- Health promotion, dispensing of medication and dealing with both minor and major injuries, implement treatment and assess when referral is necessary.
- Support all pupils in regards to physical and mental health as an important member of the pastoral team.
- Provide First Aid Care to all members of the school community, and visitors, including other children, staff and supporters visiting the School for any purpose.
- Allocate appointments as required and assist the school doctors with the twice weekly GP clinic under the direction of the Senior Nurse.
- Maintain medical records with due confidentiality and accuracy and observe the requirements of GDPR in so far as they may apply to the Health Centre.
- Keep records of all accidents and inform the Health & Safety Officer of these.
- Record dispensing of drugs following the school Medications policy.
- Notify parents/legal guardians, the relevant House Parent (HsP) immediately about an individual pupil's health if there is cause for concern.
- Ensure the cleanliness of the Health Centre is maintained.
- Be aware of and carry out all tasks and duties in accordance with Health & Safety requirements and best medical and nursing practice.
- Adhere to departmental policies.
- To provide a full hand-over to the next nurse on duty.
- Refer any pupil that may need counselling to the school counsellors and liaise with the pastoral team as necessary.
- To answer the Health Centre telephone, and check for voicemail and e-mail messages on the Health Centre address ([healthcentre@lordwandsworth.org](mailto:healthcentre@lordwandsworth.org)).
- Carry out health assessments, Asthma and Adrenaline auto-injector yearly reviews, immunisation and health promotion programmes. Ensure the National immunisation programme is organised and implemented appropriately for all pupils under the auspices of the national immunisation programme for school children, in supporting the Hampshire School Nursing Team.
- Help with the induction process of new staff.

#### General:

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role;
- Adhere to the NMC Code of Professional Conduct for Nurses and be conversant with the Scope of Professional Practice.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by the Senior Nurse in order to meet the changing needs and demands of the College.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of LWC.

PERSON SPECIFICATION: The post holder should provide evidence of continued professional development and be willing to undertake further formal training as required.

REPORTING TO: The Senior Nurse; the Senior Deputy Head; The Headmaster.

#### PERSON SPECIFICATION AND QUALIFICATIONS

##### QUALIFICATIONS AND SKILLS:

- Registered Nurse or RN (Child) or equivalent BSc (Hons) or BA (Hons) in a health-related field, Band 5-6.
- Proven experience in School Nursing, Mental Health, Emergency Care, Minor Injuries or Practice Nursing is desirable.

##### PERSON SPECIFICATION:

The post holder will benefit from the following attributes and experience:

- A warm and sympathetic personality;
- tactful manner and good listening skills;
- firm but fair outlook;
- sound knowledge of first aid/team spirit attitude, excellent organisational and communication skills



#### OUTLINE OF MAIN TERMS, CONDITIONS AND BENEFITS

HOURS: This is a post for 36 hours a week. Ideally 9.00am to 6.00pm Tuesdays to Friday, with Saturday working 9.30 – 5.00pm on a Rota basis term time only for 33.5 weeks of the year. This includes three 7.5-hour days per year for staff inset/training days in line with the needs of the Department and other staff training requirements as designated by the Senior Deputy Head or a member of SLT.

PAY: Your basic salary will be within the range of Band 5 from £15,642 pro rata (FTE £26,970) and Band 6 from £20,502 pro rata (FTE £35,365). The salary is will be in line with your experience and agreed at offer level. Your pay will be paid by BACS on the last working day of each month into your Bank Account or Building Society.

HOLIDAY ENTITLEMENT: Our holiday year runs from the 1<sup>st</sup> September each year. Paid holiday entitlement accrues at the rate of 28 days for each complete calendar year, based on an average of 5 working days,

plus Bank Holidays. If you start or leave during the holiday year or work less than 5 days per week the holiday entitlement of 28 days is applied pro rata. Your annual holiday pay is calculated and paid to you as part of your monthly pay, as you work mainly term time. This has been calculated at £1,888 per year (Band 5) and £2,475 per year (Band 6) for example.

**TOTAL PAY:** £17,530 per year (Band 5) or £22,977 (Band 6). A salary and therefore total pay to be agreed at offer level.

**PROBATIONARY PERIOD:** A contractual six-month period will operate; regular monthly reviews will take place for 4 months with final review 5-month final review. After successful completion of the given probationary period, an annual appraisal will take place.

**BENEFITS & PENSION:** Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College's contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches are currently provided during term time only (on full working days).

**HEALTH AND SAFETY:** All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

**CHILD PROTECTION:** Schoolchild protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

**DISCLOSURE AND BARRING CHECK (DBS):** All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children's Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

**DATA PROTECTION ACT:** All members of staff are bound by the requirements of the Data Protection Act 1998 and its successors, and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal. As such, you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

**DISCIPLINARY AND GRIEVANCE PROCESS:** The College complies with the ACAS statutory Code of Practice on discipline and grievance, providing practical guidance to employees, their representatives and the line manager and sets out principles for handling disciplinary and grievance situations in the workplace.

**EMPLOYMENT POLICIES:** For further information on all College policies including the Disciplinary and Grievance process, please access the VLE/Resources/Staff/Policies on the following link: <http://vle.lordwandsworth.org/policies>

**RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING:** All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

**INDUCTION:** The school follows an established induction programme called the Threshold Induction Programme (TIP) for all new staff comprising mandatory training for those working in education.

**FURTHER INFORMATION:** Any further employment or application questions should be directed to Jack Richmond, HR Recruitment & Compliance Coordinator at [richmondj@lordwandsworth.org](mailto:richmondj@lordwandsworth.org) or to Julia Pateman, HR Advisor at [patemanj@lordwandsworth.org](mailto:patemanj@lordwandsworth.org)

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.*

ACB  
Jan 2021

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Please sign below to confirm that you have read and accepted the role as defined above. I acknowledge of this receipt of this document. I am aware a signed copy will be kept with my records of employment.

Employee signature:		Date:	
Print name:			

