



MARLBOROUGH COLLEGE MALAYSIA

HEAD NURSE /SANI MANAGER

*For August 2019*

# THE HISTORY OF MARLBOROUGH COLLEGE MALAYSIA



**Marlborough College Malaysia is unique.**

It continues the pioneering spirit of its mother School, Marlborough College in Wiltshire, by being a close, values-led and enormously successful and happy community. It was established in 2012 as a genuine extension of Marlborough College in the UK and not a franchise. It therefore shares values, philosophy and personnel with the UK and draws upon the very best traditions of one of the finest British boarding schools, while adding an exciting and real international dimension in our spectacular setting just eight miles from Singapore on the tip of the Iskandar peninsula.



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*Marlborough College Malaysia*  
Head Nurse / Sani Manager

# THE COLLEGE



There is something genuinely special about Marlborough College in Malaysia. Those fortunate enough to work here all agree that our greatest joy, attribute, advert and reward are the girls and boys who form the College. They provide daily inspiration, a model of what wider society could be like and genuine optimism for the future.

We live and work in a safe and spacious 90 acre campus in southern Malaysia, reminiscent of the generous grounds and playing fields of Marlborough College in the UK. Guided by our principles of compassion, companionship and conversation, Marlborough College Malaysia gives its boys and girls the space, inspiration and courage to explore their own potential, the wonders of our world and their responsibilities to it and to each other.

With our shared DNA and close links with Marlborough UK, we value and instil breadth of experience, intellectual rigour, creative joy and sporting excellence. Many of our children take the opportunity to develop independence and inter-reliance within the security and care of our outstanding boarding community.

Our motto is Deus Dat Incrementum – “God gives the increase” – a reminder that we achieve with pride, but humility. At Marlborough College Malaysia our young people learn that theirs is a duty to continue to make the world a better place; we give them the skills to lead that mission and the life-long support and friendship of our world-wide Old Marlburian network.

The College is arranged in a Prep School (3-13) and a Senior School (14-18) and it currently has 935 pupils, around 526 of whom are in the Prep and 140

of whom are in the Sixth Form. Pupils from the age of nine may choose to board and approximately a third of those who are eligible do so, with almost half of the Senior School and most of the Sixth Form boarding.

While very British in ethos and with a Common Room largely drawn from some of the UK's leading schools, the College is also truly international, celebrating diversity and a global outlook with children representing over 45 nationalities. Around half of our pupils are from expatriate families.

While academic achievement lies at the heart of what we do, we believe that all of our children have something to offer and much to gain in addition to intellectual development, so we are driven by a desire to find areas where each of them can learn and grow beyond the classroom. Every week we offer an extensive range of co-curricular activities, which are all part of a rich, broad and balanced programme to develop not just the mind, but also confidence, empathy, leadership and a sense of altruism.

The College is very well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is one of the few school in Asia to achieve membership of HMC, an association of the world's leading independent schools and it is the Boarding Schools' Association's Asian training hub.

Further details about the College may be found on its website at [www.marlboroughcollege.my](http://www.marlboroughcollege.my)







# MARLBOROUGH COLLEGE MALAYSIA



## THE MAP

North



0 50 100  
YARDS

2017

# THE PREPARATORY SCHOOL

Marlborough College's Prep School is distinctive, highly regarded and the only traditionally structured British prep school in south-east Asia. Above all, this is an ambitious and happy school where the child remains very much at the heart of the process. A spacious and well-resourced site, plenty of room for play and a creatively designed new building which has been nominated for architectural awards all promote a tangibly positive and engaged spirit.

With its own leadership team including the Head of Prep and Deputy Heads Academic and Pastoral, and a strong tier of talented middle management, the Prep School currently numbers over 500 children aged 3-13.

Most Prep children are day pupils, but from nine years of age two popular Prep School Boarding Houses provide full or day-boarding for a growing group boys and girls who benefit from an exceptional level of care and a varied range of weekend activities.

Teaching and learning is based on the British model of EYFS and National Curriculum. With a generous teacher—pupil ration of 1:8, almost all teachers are from the UK and specialists are deployed throughout the Prep School to add expertise.

A key feature of the school is the extended and enriched curriculum which includes an enviable commitment to co-curricular activities and to providing as many experiences as possible for all pupils through excellent provision in sport, music, drama and art as well as stimulating residential trips for all pupils from Years 3-8.

After Year 8, the transition to the Senior School is seamless and well managed while, for a small number of pupils, preparation for Common

Entrance exams for UK schools is expertly undertaken.

Our aim is to provide our children with a truly inspiring education based around a strong intellectual core and enriched by constant exposure to meaningful relationships, deeply-held values, high standards and opportunities that are both enjoyable and challenging.



# THE SENIOR SCHOOL

The Senior School caters for Year 9 to Year 13 (age 13 to 18). Academically, the UK National Curriculum is broadly followed to ensure an optimal combination of breadth and specialisation through the IGCSE curriculum (to Year 11); and the International Baccalaureate (to Year 13). Pupils pursue tailored programmes designed to stimulate, challenge and support them in discovering and developing their talents in a variety of areas. A wide range of academic extension and enrichment activities – whether through societies, lectures, theatre trips, museum and gallery visits, debates, poetry readings, conferences and concerts – create a full co-curriculum, which recognises that qualifications alone do not produce well-rounded individuals. Time is allowed in the curriculum for co-curricular activities, and the timetable may be suspended or modified to allow activities to occur, such as sports fixtures and subject-specific day trips.

The vast majority of teachers here are British-trained, and there is an impressive range of academic subjects. Our internationally recognised IB and IGCSE results are excellent, demonstrating impressive added value. The exceptional facilities promote the remarkable range and quality of the arts, to complement the variety of high-class sport offered on the vast campus. Finally, our pupils are receptive, inclusive and respectful, with an enormously friendly, helpful spirit displayed throughout the year groups.





# THE POSITION

The Head Nurse is responsible for the term time operation of the three Sanatoria located across the campus. A total of seven staff cover the 24 hour, seven day per week operation. The Head Nurse is expected to contribute to covering weekends and night shifts on a reasonable rotation.

The Head Nurse, performing all the duties of a RGN (or equivalent) has managerial/administrative duties including line management of the other nurses.

On a day to day basis, the Head Nurse reports to the Deputy Head – Pastoral and Co-curricular. All professional activities are regulated by the Nurse's Code of Professional Conduct. There is a strong relationship between the Sanatoria and the Dames in the Boarding Houses to ensure good pastoral support. Boarders who need additional medical attention will be taken to see a local doctor.



# THE SANATORIUM

The Senior Medical Centre “Sani” is equipped with a substantial range of medical equipment including resuscitation kit, not dissimilar to that found in a GP practice.

The Health Centre is primarily concerned with the health, protection and well-being of pupils but also provides support, as required, in emergencies, to members of staff, visitors to the school and any other incidents in the immediate vicinity.

The work of the Sani is supported by a local GP surgery and by an excellent new private hospital in close proximity to the College.



# LIFESTYLE



## Staff at Marlborough College Malaysia enjoy an exceptional lifestyle.

The climate is warm, stable and constant without the extremes of heat that are common in some parts of the world. Rainfall is typically heavy and brief, providing a lush landscape.

Marlborough is at heart a community and the Common Room is very collegial and mutually supportive. Staff enjoy an impressive range of weekly Common Room sports, wellbeing and social activities.

The immediate area is developing quickly and has attracted great overseas investment in quality housing, infrastructure and education with a number of British university campuses now within minutes of the College.

Malaysia's cost of living is significantly lower than that of the UK and most teachers here enjoy regular travel during holidays and even on our 3-day Exeat long weekends to such places as Bali, Vietnam, Thailand and Western Australia.

For long-haul travel, Changi in Singapore was recently hailed as the best airport in the world. However, for regional travel, Senai Airport is close to the College and carriers offer exceptionally reasonable prices which mean, that what might be the holidays of a lifetime, can become regular trips.

Malaysia itself is full of variety from perfect tropical islands to cool, hilly tea plantations; from historic colonial architecture to towering 21st century skylines. Its national ethnic mixture of Malay, Chinese and Indian make for

a fascinating culture and superb cuisine.

The College is just eight miles from the magnificent island city-state of Singapore with its fashionable retail temptations and its many attractions which now include the world-famous Gardens by the Bay, the Marina Bay Sands complex and F1's only night time Grand Prix which becomes a weekend-long festival each September.

The official language of Malaysia is Bahasa Malaysia which is probably the simplest Asian language to understand and learn, but English is spoken almost universally and is the main language of Singapore.





# JOB DESCRIPTION FOR HEAD NURSE / SANI MANAGER

Reporting to: Deputy Head, Pastoral and Co-curricular

## *Key Responsibilities*

## Overall Expectation

1. To provide outstanding medical care and advice to the MCM community.
2. To manage, motivate and develop all members of the Medical Centre team.
3. To establish and maintain effective working relationships with pupils, staff and outside agencies.

## Specific Tasks and Duties

- To undertake and guide professional development in accordance with good practice.
- To undertake a personal caseload of nursing, management and administrative duties.
- To ensure that individual staff members deliver delegated tasks and activities in accordance with agreed objectives and procedures.
- To liaise and manage the relationships with:
  - o Dames regarding the transportation of pupils to medical, dental and other health-related appointments.
  - o Support services for the upkeep and efficient operation of the Sani.
  - o Parents
  - o MCM's House staff regarding the particular circumstances of individual pupils.
  - o Providers of external services
- To participate in case conference with Listeners, senior staff and specialists.
- To conduct performance appraisals (PDR)
- To participate in recruitment exercises as necessary



- To deal with any discipline/grievance issue as the line manager.
- To contribute to the Health and Safety Committee.
- To triage pupils' needs during surgeries each weekday morning.
- To organise and run nurse lead clinics, e.g. asthma.
- To write individual care plans for pupils with pre-existing conditions, e.g. asthma, allergies and diabetes, updating as necessary and reviewing annually.
- To provide a 'drop in' centre for pupils on a wide range of welfare or medically related matters, e.g.

### ONLY FOR BOARDERS

- Asthma monitoring and annual reviews
- Repeat prescription service

### FOR ALL PUPILS

- Immediate emergency treatment i.e. administration of EpiPen
- Treatment of minor injuries
- Treatment of minor illness
- Emotional support
- Travel advice
- Asthma monitoring
- Emergency dental appointments
- Temporary gum shield fitting
- Organise boarding pupils' attendance at medical, dental or any other health appointments as necessary.
- Assess monitor and evaluate in-patient care for pupils admitted to the Sani.
- Provide appropriate nursing care for in-patients.
- Provide first aid, minor injuries/illnesses and emergency care and treatment as necessary (This includes maintaining stocks of school first aid kits.)

- Update parents, MCM staff, school Listeners and other services as appropriate.
- Respond to possible child protection issues appropriately, following school protocol.

### *Preventative Health*

- To operate strict procedures for infectious diseases control.
- To be aware of recommended safe storage, usage and disposal of medical supplies and medicines.
- To carry out new pupil medicals (in their first term).
- To follow Government initiatives concerning health promotion.



### ***Health Education***

- To promote health education throughout the school population, utilising display boards, and intranet and on occasions, face to face briefings and presentations.
- To provide advice and guidance to pupils in respect of general health and wellbeing.
- To update Dames and other members of staff, as appropriate, in relation to medical matters relating to pupils.
- To organise practical annual training of Dames and other staff members, as appropriate, in relation to treatment of anaphylaxis, asthma and diabetes.

### ***Administrative***

- To maintain computer-based medical records accurately, confidentially and securely.
- To record dispensing of drugs following protocols.
- To keep records of reported accidents.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*





# ESSENTIAL CRITERIA

The successful candidate for this important position will be able to demonstrate the following qualities and qualifications:

- RGN or equivalent
- Up to date CPD for Nurses regulatory body
- Resuscitation Anaphylaxis certificate
- Experienced Senior Staff Nurse or equivalent/position with managerial responsibilities.
- Good understanding of independent boarding school ethos.
- Well developed people/line management skills.
- Well developed knowledge of working with children and young adults.
- Minor injuries and minor illnesses.
- Knowledge of Health and Safety interface with the Health Centre.
- Basic budgeting skills.
- Ability to think strategically
- Confidence and competence to work independently and make good decisions.
- Administratively well organised.
- Physically and emotionally resilient.
- Independent thinker.
- Good written and spoken skills.



## *Terms*

As well as working in a beautiful and collegial environment, the College offers an attractive package and a generous remuneration package which includes accommodation and relocation assistance, private medical insurance, meals during term time, school fee remission and a bonus in lieu of pension. Salary is taxable at Malaysian marginal tax rates and some benefits provided are deemed taxable as a benefit in kind.





## APPLICATIONS

If you feel that you can meet these requirements, then please submit a letter of application along with the application form to the Master by 9.00 am on Friday 15<sup>th</sup> February 2019. A CV is not required, but may be submitted at the discretion of the applicant.

Applications should be sent to the address overleaf.



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Marlborough College Malaysia  
Head Nurse / Sani Manager





Applications should be addressed to the Master and sent to:

e-mail: [recruitment2019@marlboroughcollege.my](mailto:recruitment2019@marlboroughcollege.my)

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