



VACANCY

Post title: School Nurse (part-time or full-time)

Reporting to: Deputy Head (Pastoral)

Hours of work: 8.00 am to 4.30 pm (7.5 hours per day) (part time or full time, term time only)

Introduction

King's Rochester is an Independent School. The Principal is a member of HMC and both the Headmaster of the Preparatory School and Headmistress of the Pre-Preparatory School are members of IAPS. As a whole the School has around six hundred pupils between the ages of three and eighteen, with some fifty boarders made up of UK and international pupils. King's is a medium-sized school with a strong academic tradition and the vast majority of Sixth Form leavers continue to top universities in the UK and overseas. The Preparatory School educates the Choristers of Rochester Cathedral.

King's occupies an enviable position in the most historic part of Rochester, adjacent to the Cathedral and Castle and just a five-minute walk from the station, which has fast services linking Rochester to Central London within 35 mins. It is also within easy reach of the Kent villages and all residential areas along the A2, M2 and M20 towards Kent's London Boroughs and South-East London. The School has close links with the Cathedral, which it uses as its daily chapel, and although candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School.

Job Summary

The Medical Centre is situated on the first floor of St Nicholas' House in the Preparatory School. The School Nurse has overall oversight, and responsibility for the day-to-day management and organisation of the Medical Centre, ensuring that appropriate assessment and care is provided for all pupils, staff and visitors. In particular, meeting the welfare and medical needs of the School's boarding pupils.

The School Nurse reports to the Deputy Head (Pastoral) of the Senior School who is also the Designated Safeguarding Lead. The appointee will have specific responsibility for the following:

Pupil and Staff Care

- General day-to-day running of the Medical Centre.
- Liaison with the School's Medical Officer.
- Assisting with the weekly Surgery for boarders who are registered with the practice.
- Arranging and escorting boarding pupils to appointments at the Thorndike Surgery, dentist, optician and hospital.
- To ensure that all those attending the Medical Centre have an appropriate, accurate assessment of their health needs.
- To oversee the care and first aid provided by staff on a daily basis within the Medical Centre, promoting a safe environment.
- Be available for boarding house staff to contact regarding queries re. first aid, medication etc.
- Collecting of prescriptions.
- Ensuring the healthcare needs of pupils who are boarders are documented and that staff within the boarding houses have the appropriate skills and knowledge to manage and support them.
- Assisting with the preparation and management of individual healthcare plans for pupils with illnesses such as asthma, diabetes, epilepsy, anaphylaxis etc.
- To conduct annual medicals for all boarding students and to ensure that new boarder's medicals are conducted within the first month of their arrival at school. To follow up with the school General Practitioner as appropriate.
- Administration of prescription medicines required during the school day.
- Inform specific secretarial staff if pupils kept at the Medical Centre are sent home etc.
- The oversight and organisation of the preliminary tests for Pre-Preparatory pupils in the Reception classes prior to their medical examination with school nursing.
- The oversight and organisation of the age specific immunisation and vaccination programmes and to liaise with school nursing, sending letters to parents for authorisation etc. and to co co-ordinate and collate the consents for the schools' immunisation programme, which is undertaken by the School Nurses from Medway NHS Trust.
- To liaise with the Health Authority School Nurse Manager.
- To work closely with, and establish good communication links with teaching staff. To organise or participate in meetings or training with other school staff as required.
- Assisting with the PSHEE teaching, in particular the SRE curriculum in both the Preparatory and Senior Schools.

First Aid

- To manage sporting injuries and refer to the local accident and emergency or minor injuries' unit.
- Arrange escort for any pupil requiring 999 assistance, preferably a member of staff known to the pupil, who will stay with the pupil until parent or guardian can attend. Liaison with parents or guardian.
- Maintaining current lists for appointed first aiders and arrange appropriate training courses, including the Paediatric First Aid course for EYFS staff.
- Oversight of the stocking of the school's First Aid kits and medicine cupboards around the school and also within both boarding houses and undertaking periodic checks of these.

Pastoral Programme

- Be fully supportive of the school's pastoral programme.

Health and Safety

- Attend, and contribute to the School's Health and Safety Committee
- Responsible for completion of accident reports and RIDDOR reporting.
- To ensure all interventions within the Medical Centre are accurately recorded with a degree and understanding of confidentiality.
- To undertake risk assessment as required.
- To ensure that the Medical Centre has a robust medical procedure and that all medications administered are appropriately documented.

Management

- To ensure all Medical Centre staff maintain accurate, written records of any interventions undertaken within the Medical Centre and have a good understanding of confidentiality.
- To participate in the recruitment and selection of staff for the Medical Centre.
- To (develop) have a good working knowledge of the inspection procedures for boarding schools including Ofsted and ISI.
- To ensure that the Medical Care Assistant also has good understanding of the inspection standards and that these standards are adhered to at all times.
- Risk assess and review the Medical Centre termly to ensure that it meets statutory requirements and to submit plans for updating and replacing any equipment or furniture as and when it is required.
- The training of new boarding staff to ensure that they have appropriate skills and knowledge.
- To maintain the school's medical policies, procedures or guidelines in line with current good practice and legislation.

- To ensure that Medical Centre has a robust medication procedure and that all medications administered are appropriately documented.

Professional

- To be responsible for his/her own professional and personal development and undertake any training required to ensure safe professional practice.
- To practise in accordance with King's procedures and policies, namely those relating to child protection/safeguarding.
- Liaising with the Designated Safeguarding Lead over child protection issues.
- To take part in, and conduct regular staff performance reviews and to assess training needs.

Uniform

- Medical Centre Staff are required to wear a uniform whilst on duty. This is provided by the school.
- Uniform is either a nursing dress or tunic top and trousers

Confidentiality

- Medical Centre Staff are bound by a code of professional conduct to ensure that information about pupils will be treated as confidential and used only for the purposes for which it was given.
- Medical Centre Staff should ensure that pupils understand that some information may be made available to other members of the nursing team in the delivery of care.

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • RGN/RN (child)/RSCN • Paediatric first aid qualification • Current Registration with the NMC 1st level registration and with a current PIN. 	<ul style="list-style-type: none"> • Child Branch or RSCN or Nursing Degree • Accredited teaching qualification.

Specialist knowledge and skills:	<ul style="list-style-type: none"> • Full knowledge of nursing procedures and protocols and their application, especially the current legislation relating to the safeguarding of children and young adults. • Full knowledge of paediatric first aid. 	<ul style="list-style-type: none"> • Experience in a school environment. • Knowledge of CSCI and Boarding Schools inspection requirements. • Previous Accident and Emergency, School Nursing or Practice Nursing experience
Skills and Abilities	<ul style="list-style-type: none"> • Patience with young children whilst having a commitment to and, an understanding of, the concerns of young people from a variety of cultural and social backgrounds. • Good written and oral communication skills at all levels. • Ability to produce reports, procedures and guidelines. • Ability to implement change. 	<ul style="list-style-type: none"> • Car driver with driving licence. • Excellent computing ability. • Understanding of budget and finance allocations.
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Ability to manage time effectively. • Approachable and balanced attitude to staff. • Ability to establish a good working rapport with pupils and their families. 	<ul style="list-style-type: none"> • Ability to motivate others.

Salary

Competitive, to be discussed at interview, with the possibility of school accommodation offered.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Method of Application

Applications for this post should be on the King's Rochester application form (available on our website) and should be sent to: Mrs A Barnes, HR Manager, King's Rochester, Satis House, Rochester, Kent ME1 1TE, or by email to recruitment@kings-rochester.co.uk

Closing date for applications: mid-day on Wednesday 26th May 2021

Interviews to be held during the week beginning Monday 7th June 2021

King's Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

King's Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current Child Protection and Safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect all staff and volunteers to share this commitment. The appointment will be conditional upon successful outcomes of these checks and also on a successful Enhanced DBS and Children's Barred List checks.

Candidates will be expected to undergo Child Protection screening appropriate to the post including Disclosure and Barring Service checks and allow checks on their background and identity including checks with past employers and suitable referees.

THE APPOINTMENT WILL BE CONDITIONAL UPON SUCCESSFUL OUTCOMES OF THESE CHECKS AND ALSO ON A SUCCESSFUL ENHANCED DBS AND CHILDREN'S BARRED LIST CHECKS.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.