



Lead School Nurse – Maternity Cover

Dear Applicant,

Thank you for your interest in the role of Lead School Nurse (Maternity Cover) at Edge Grove. This is a part-time position, 4 days per week Monday - Wednesday & Friday 8am - 5pm, starting from 11th November 2024 - 5th July 2025.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be excellent analytical thinkers and innovators, active learners and strategic thinkers, who are keen to develop their teaching roles in pursuit of future managerial roles. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education. The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never taught in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Welcome to the Pride' articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 60 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfillment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at [www.edgegrove.com](http://www.edgegrove.com). If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes,

Yours,

A handwritten signature in black ink, appearing to be 'Ed Balfour', with a stylized flourish at the end.

Ed Balfour

## **Lead School Nurse – Job Description**

**Reporting to:** Senior Deputy Head (Pastoral)

**Responsible For:** School Nurse Team

**Liaising with:** Head ,Senior Deputy Head (Pastoral), parents and other staff as appropriate

### **THE ROLE**

The role of the Lead School Nurse at Edge Grove is to facilitate the smooth and efficient running of the Health Centre. They will be responsible for the strategic development of the Health Centre in line with the recommended best practice guidelines from the Royal College of Nursing RCN. Also, to adhere to the Nursing and Midwifery Council (NMC) Code, Standards of Conduct, Performance and Ethics for Nurses and Midwives. They will promote the health and welfare of pupils in order for pupils to fully participate in active school life. The post holder will lead a team of part-time Nurses.

### **MAIN RESPONSIBILITIES**

#### **The provision of medical care to pupils on a daily basis:**

- Ensure the best possible medical care is available to pupils on an immediate and an emergency care basis
- Treat pupils as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate
- Where necessary, arrange to get the pupil /person home safely or to alternative care, e.g. the individual's GP or to hospital
- Administer medication according to School policy
- Perform necessary health checks as part of the nursing assessment
- Liaison with parents and staff in accordance with the school policies on medical and mental health
- Ensure that the Health Centre is appropriately staffed, stocked and equipped
- Ensure safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around the school and minibuses, checking contents and replacement of supplies
- Ensure that medical boxes / bags used for sport and school trips are regularly topped up
- Timely maintenance of pupil files, medical records and Health Centre attendance records
- Organisation of essential emergency medications
- Ensure that a code of confidentiality is developed and maintained

#### **Coordinating immunisation programmes:**

- Liaise with local health authorities in the organisation of immunisation programmes
- Arrange and manage communication with parents with regard to consent
- Maintain records on electronic register where appropriate

#### **Liaison with academic staff and catering contractor with regard to any medical problems concerning pupils:**

- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and during extra-curricular activities
- Regular meetings with pastoral staff to provide advice on effective pastoral care for particular pupils
- As part of the pastoral team, drafting and updating of "essential care list" of pupils with "need to know" conditions
- Providing general advice and training for staff for initial care of pupils with particular medical needs

- Working with the catering department to ensure a full list of all pupils with allergens is known and information properly disseminated.

#### **Providing support to academic staff in pastoral care and counselling:**

- The Lead School Nurse works closely with the Designated Safeguarding Lead; Pastoral Heads of Department; and pastoral support staff but at all times exercises judgement regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children

#### **Teaching of pupils and/or staff:**

- When requested, provision of first aid updates for members of staff, particularly Games staff or those regularly involved in residential trips
- When requested, contributing to topics within PSHE schemes of work and / or other assemblies
- As appropriate, raising awareness of medical and health issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff or during INSET or staff briefings

#### **Involvement in Health and Safety issues:**

- Working with staff to ensure the timely completion of accident reports and following School policy in the investigation and reporting of accidents including RIDDOR reports
- Medical representation on the School Health and Safety Committee

#### **Administration:**

- Ensuring medical questionnaires including Allergen questionnaires and all relevant parental consent forms to administer or carry medicine etc on entry to school and at agreed stages of school career are obtained and retained
- Assisting with the implementation and regular updating of pupil health care plans
- Maintaining electronic records of daily visits to the Health Centre or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
- Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing Body
- Report on clinical care through the termly Pastoral Report to the Education Committee

#### **CPD:**

- Attend training and professional development appropriate to both personal needs and the requirement to maintain NMC registration. The School provides support for professional development through both payment for courses and time to attend.
- Attend a first aid course every three years in adult (First Aid at Work) and paediatric first aid.

#### **General:**

- Providing cover for sports fixtures, games sessions and other events as required
- Some additional Evening / Saturday working may be required to cover events but adequate notice will be given in advance
- Lead the nurse team, setting objectives that support the schools strategic plan. Continual performance monitoring and appraisal.
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time

The Lead School Nurse is required to be contactable at all times when on site. The School will provide a mobile phone.

## **CHILD PROTECTION**

Members of staff will have unsupervised access to children. All members of staff work in accordance with the School's Child Protection and Safeguarding Policy published on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

## **HEALTH AND SAFETY**

The School takes its obligations under the Health and Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health and Safety Policies, particularly in relation to safe working practices. All staff must keep up to date with the requirements of these policies, which are regularly updated and posted on the Staff Intranet.

## **SALARY AND BENEFITS**

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

### **Other benefits include:**

- ❖ Access to a group personal pension scheme;
- ❖ Life Assurance Cover which provides death in service cover;
- ❖ Income Protection Benefit;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ Cycle to Work Scheme.

## **TERMS & CONDITIONS OF EMPLOYMENT**

- All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career;
- All staff comply with the School's Child Protection and Safeguarding Policy;
- All staff set an example to pupils and dress appropriately at all times;
- The School operates a no smoking and no vaping policy;
- The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- All staff keep up to date with the School's current policies and posted on the staff shared drives;
- The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

## **DATA PROTECTION**

The School collects personal data during the recruitment process, which it adds to the successful

candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

## **RECRUITMENT & SELECTION**

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website [www.edgegrove.com](http://www.edgegrove.com). Please email the completed form and an accompanying letter of application addressed to the Head, to [hr@edgegrove.com](mailto:hr@edgegrove.com). Applications must arrive prior to the closing date and time. CVs are not accepted. Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. However, should a suitable candidate be appointed, we reserve the right to close the advert early.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Head via [hr@edgegrove.com](mailto:hr@edgegrove.com) or 01923 855724.

**END**