



St Dunstan's
College

COLLEGE NURSE

Recruitment Information

Employment Status	Full Time Permanent
Required From	February 2018
Job Location	Senior School
Salary	£30,000 per annum
Application Closing Date	1600 on Friday 5 January 2018
Interviews Week Commencing	Monday 15 January 2018



ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years, the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is a proud reflection of the diverse and vibrant community in which it is located.

The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils a cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment.

The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particular link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.





THE DEPARTMENT

St Dunstan's College is embarking on an exciting new programme to develop and expand our Health and Wellbeing provision. We plan to open a new, purpose-built Wellness Centre in September 2018. The Wellness Centre will include counselling rooms, a small study area for students with short-term accessibility needs, Peer Mentoring facilities, office space for pastoral and wellness staff and a well-equipped treatment room for use by the College Nurse and visiting health care workers as appropriate.

There are a number of designated staff members who will be working primarily in the Wellness Centre: two College counsellors and a visiting counsellor, the College Nurse, and a Health Assistant. In addition, members of the Pastoral Care team will regularly visit the Wellness Centre meeting with students and liaising with members of the Wellness team.

The Wellness Centre will support the whole college (staff as well as pupils aged 3-18) and will be operational Monday through Friday 0800 – 1700.

THE ROLE

We seek to employ a full-time, term-time only College Nurse (34 weeks + 5 INSET days and 10 additional days during the Summer school holidays). Applicants should be Registered Nurses, preferably with previous experience in school nursing or similar environments such as paediatric nursing, A&E or minor injuries nursing or sports nursing.

The College Nurse is a new role created to help us expand our health and wellbeing offering for staff and students. The successful applicant will play a vital role in the design and development of the clinical facilities within the Wellness Centre, as well as shaping the nature of wellness provision at the College.

The College Nurse will be supported by a Health Assistant and will work closely with the Deputy Head Pastoral and other members of the Pastoral and Safeguarding Teams to ensure the best possible support is provided to our pupils.



PERSON SPECIFICATIONS

The successful candidate will have a proven track record in providing high-quality health care to children and young adults. They will have the ability to think strategically and pro-actively and to work within the existing College structures to deliver excellent an excellent health service.

The successful candidate will have a clear vision for what excellent school wellness provision looks like, and will be able to import these ideas into the College with diplomacy and vitality, in equal measure. They will be able to work with the Deputy Head Pastoral to create a forward-thinking development plan for future development of our facilities, health care and education.

The College Nurse will be part of the Pastoral Care team, and the successful candidate is expected to be an important voice in this group, creating new and interesting ideas, able to debate intelligently, with good humour and with the ability to see solutions quickly and differently. They will be a team player, liaising successfully with other staff, parents and pupils.

The College Nurse will be passionate about delivering excellent care, and will contribute to the health and wellbeing aspects of the PSHEE and Skills for Life Curricula throughout the school.

	Essential	Desirable
RN (Child) or RN (Adult) (RGN or RSCN) with current NMC Registration	x	
Relevant post-registration experience	x	
First Aid: current basic life support provider certification	x	
Specialist School Nurse or Health Visitor qualification		x
Experience in a school setting or health clinic setting		x
Excellent interpersonal and communication skills	x	
Excellent organisational and administrative skills	x	
Ability to work as part of a team and independently	x	
Ability to work with local Management Information Systems (iSAMS) to maintain computer records on pupil database	x	
Discretion and confidentiality	x	
Proactive and self-motivated	x	
A willingness to learn and adapt	x	
Ability to deliver First Aid training to staff	x	

PROFESSIONAL ATTRIBUTES

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.

JOB DESCRIPTION

Responsible to:
Deputy Head Pastoral / Bursar

Line manager for:
Health Assistant

Assess more serious cuts, knocks and bruises and if required organise provision of treatment including supervision of trips to A&E or Minor Injuries Units as necessary.

Standards and Quality Assurance

- Support the aims and ethos of the College
- Set a good example in terms of dress, punctuality and attendance
- Attend all staff INSET days, staff meetings and school events as required
- Take part in training and development activities to maintain the skills and competencies required for the role
- To participate in the staff appraisal process

Health Care

- Ensure that proper provision is made for any child in the College who presents as unwell or injured, including appropriate clinical assessment and treatment as required and contact with parents/guardians and teaching staff.
- Dispense and administer as appropriate all prescribed medicines brought into the school as authorised by parents. Administer over the counter medication as required and according to school policy.
- Keep up-to-date in the management and care of children with chronic conditions including asthma, diabetes, life-threatening allergies, etc. This includes producing and maintaining Health Care Plans for such children, and ensuring staff are made aware of these plans.
- Attend to accidents and injuries, including treating minor cuts, grazes, strains, sprains, etc.

Education and Provision of Training

- Contribute to the PSHEE and Skills for Life programmes across the College as appropriate.
- Run regular staff INSET sessions as required; for example, to train staff in use of epi-pens or understand the signs of hypo- or hyperglycemia.
- Maintain student records and insure relevant staff are aware of conditions affecting the pupils in their care.

Medical Profiles and Supplies

- Ensure proper implementation and awareness of individual pupil medical profiles, including allergies, asthma, diabetes, etc.
- Monitor and replenish stock of first aid and any other necessary equipment throughout the College.
- Collect and check health forms of all new pupils
- Compile and maintain up-to-date lists of pupil health issues and ensure these lists are distributed to staff
- Support staff who lead day and residential trips by providing general and specific medical information, medication and first aid supplies as appropriate.
- Maintain all first aid boxes in the College and on minibuses.

Administration

Ensure compliance with HSE and accident recording (RIDDOR requirements)

- Use of the College database (iSAMS) to:
 - Record all visits and treatments given to pupils
 - Record and maintain all Health Care Plans
- Ensure compliance with HSE and accident recording (RIDDOR requirements)
- Ensure safe and confidential record-keeping and ability to rapidly retrieve information
- Liaising with outside agencies (including CAMHS, GPs, Hospitals, Children's Services, etc) to ensure adequate and appropriate Multi Agency information sharing
- Maintaining treatment room stock, hygiene and tidiness of room and equipment
- Ensuring correct waste disposal
- Attend meetings and training courses as required to update knowledge and skills in line with modern professional practice

- Attend meetings with Pastoral and Academic Teams as appropriate
- Any other duties commensurate with the post

Marketing

- Prepare for Open Day events and, as a marketable asset of the school, ensure displays are current, innovative and kept tidy.

Planning

- Use the College Development Plan to generate annual development plan targets and priorities for the department.
- Use the development plan to apply prudent financial planning for submission to the Bursar.



APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTES

General

St Dunstan's College is committed to ensuring the best possible environment for the children and young people in its care.

Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the College's Application Form and recruitment process must be directed to Ms Chloe Goodacre, Head of Human Resources on **recruitment@sdmail.org.uk**

Application Form

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed Application Forms. Application forms can be completed online or in hardcopy. If completed in hardcopy, they should be emailed or posted to the College for the attention of Ms Chloe Goodacre. Candidates should be aware that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please

telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the College immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here).

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The College takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the College immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the College immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head of Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The College has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where

neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May

1999) where relevant;

8. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. [Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. OR Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the College's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the College in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The College will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The College will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed [here](#)

Retention and Security of Records

The College will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

