

Applications are invited for the post of School Nurse Required from January 2018

The School

The Cathedral School in Llandaff is the leading independent school in Cardiff, the principal city of Wales. It educates approx. 800 students, boys and girls, aged from 3 – 18.

The school is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral; this tradition continues today. The school moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational approx. 26 years ago, and expanded very successfully to GCSE 12 years ago, achieving amongst the best GCSE results in Wales every year since. There are no boarders; all our students come from the locality, most from within a 20 mile radius. Standards, academic and behavioural, are very high. All students, and all staff, are expected to give and to be the best they can.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of the Society of Heads (formerly SHMIS), IAPS (The Independent Association of Prep Schools) and also of the Choir Schools' Association.

The School's Aims

The School offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that students will progress within the school until A-level. The School not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all its students. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.

Ultimately our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values, to be the best that they can be, to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

School Nurse – Job Description

Job Purpose

To provide a clinically effective, high-quality service of nursing care and health promotion to pupils, and first aid care to all members of the school community. The School Nurse is based in the medical room, which is a spacious and well-equipped treatment room.

Key Duties Health & Safety

1. Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital, dispense drugs as appropriate etc.)
2. Record the health status of all pupils on entry to school in accordance with the national Healthy Child Programme (not including giving vaccinations)
3. Liaise with local Health Authority in arranging for them to deliver inoculation programs.
4. Be a point of contact for teachers with medical concerns about pupils, assess their health status and refer to specialist services where necessary.
5. In line with the medical conditions policy work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with medical conditions (e.g. asthma, diabetes, epilepsy, migraines or cancerous growths, etc.) to enable them to attend and benefit from school.
6. In line with the First Aid policy, to ensure the school meets its statutory requirements, including the total number of first-aid personnel required, the training of first-aiders, maintenance of records, accident reporting arrangements, statutory notices and first-aid boxes.
7. Academic visits – accompany, or make sure that there is a responsible first aid person on the trip, as appropriate to support students with medical needs.
8. To ensure that all relevant medical information is available on iSAMS which will be used when planning educational visits which establish medical needs.
9. To receive training in order to Monitor/maintain and update student medical/health records on school core data base (iSAMS).
10. Contribute to the development of School emergency planning regarding a possible outbreak of an epidemic.
11. Attend, constructively participate in and prepare reports as required for the school Health and Safety Committee.

Supporting the delivery of Pastoral Care

1. Be a point of contact for teaching staff and the Child Protection Officer to identify and act to safeguard pupils who may be at risk of or suffering from physical, sexual, emotional abuse or neglect. This will include identifying and referring pupils at risk or suffering from maltreatment.
2. With the Child Protection Officer, attend Child Protection case conferences as required for pupils on the Child Protection register.
3. To attend any necessary pastoral meetings (such as Senior Staff Meeting, Monday 8.22, Junior pastoral meeting on Wednesday at 8.22, or Child Protection meetings) to triangulate any information regarding pupils of concern.
4. Monitor student visits to nurse to identify any potential problems and to inform the SLT of any such problems ASAP.
5. Create and keep the records of all accidents to pupils.
6. Provide contraceptive advice for pupils and facilitate access to contraception to those who require it, whilst upholding the values of the school's Sex and Relationships Policy.

Communications

1. Advise parents and staff on immunisation programmes and outbreaks of communicable diseases.
2. Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely.
3. Liaise with the bursary regarding records of all accidents to staff/students and visitors.

Management of Resources

1. Ensure that the medical room, facilities and first aid kits throughout the school are maintained to meet the school's requirements.
2. Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following the policy for the Administration of Medication in Schools.
3. Ensure that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records.

Training and Development of self and others

1. Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools.
2. A revalidation of your nursing qualification will be required.
3. Provide training, support and advice for teachers and first aid qualified staff on specific medical needs/issues e.g. use of epi-pens, diabetes care, epilepsy, allergies, head lice, etc

Other Duties

1. The School Nurse may also be required to cover admin or reception duties from time to time.
2. Any other duties that the Head and or the Bursar may from time to time require.

General requirements

All school staff are expected to:

1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
2. Contribute to the school's programme of co-curricular activities.
3. Support and contribute to the school's responsibility for safeguarding students.
4. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
5. Work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
7. Engage actively in the Appraisal process.
8. Adhere to policies as set out in the Staff Handbook.
9. Undertake other reasonable duties related to the job purpose required from time to time.

This Job Description is not exhaustive and is subject to regular review.

Line Management

As a member of the support staff the Nurse will be responsible directly to the Bursar as his/her line manager. The Nurse is required to maintain his/her registration with the relevant professional body (NMC) at his/her own expense as a condition of this employment. The school nurse has the opportunity to discuss any issues with a local GP practice who will offer support and oversight, including occupational health assessments, staff flu jabs, update on health advice, and somewhere to turn to for guidance and advice in difficult cases.

Person Specification

Skills Required	Essential	Desirable
Excellent written and verbal communication skills	•	
Ability to work effectively both in collaboration with other professionals/ teams and also on own initiative	•	
High standard of clinical work, decision making and competence	•	
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	•	
Excellent organisational skills/Time management/Ability to prioritise and organise own workload/able to work to deadlines	•	
Ability to embrace, initiate, manage and sustain change positively		•
Teaching skills/Ability to organise group sessions		•
Good IT skills, sufficient to handle the maintenance of a school database or pupil medical details eg. working knowledge of Microsoft Office Excel, Word, Access, Outlook email	•	
Ability to undertake and write risk assessments	•	
Knowledge Base		
Awareness of current developments in school nursing services, primary care and health promotion	•	
Knowledge of assessment of health needs of the school aged population	•	
Awareness of current developments in public health services and legislation		•
An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention	•	
Knowledge of child protection procedures and confidentiality issues	•	
Knowledge and understanding of the process of risk assessment and risk management	•	
Qualifications/Attainment		
Appropriate nursing qualification eg RGN, RSCN or RN Child	•	
Min 2 Years post registration experience	•	
Evidence of commitment to continuing professional development	•	
Car driver	•	
Current NMC Registration	•	
ENB 998 or equivalent		•
Post registration training, e.g. Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion		•
School Nursing Cert., Specialist Practitioner Degree		•
Up to date First Aid at Work Qualification and the willingness to undertake training to deliver first aid training to staff if not already qualified	•	

Experience	Essential	Desirable
Community experience		•
Experience with working with children and families		•
Sports injuries training		•
Some experience in counselling		•
Some experience of occupational health and infection control		•
Attitude/Approach		
Sympathy with the Christian ethos and values of the school	•	
Practising Christian		•
Professional and approachable attitude	•	
Enthusiastic re: professional development and willing to learn and undertake further training	•	
Motivated	•	
Reliable	•	
Flexible	•	
Willing to support the administrative team and work in the main office as required	•	
Well presented		•
Assertive when appropriate		•

Staff Benefits

Provision of meals

You will be entitled to lunch free of charge from Monday to Friday during term time in the Refectory, term time only.

Childcare Vouchers

The School's Childcare Voucher Scheme is supplied by Computershare.

Pension Scheme

Employees are automatically enrolled into the School's 'Pension Trust' Scheme where you will currently pay 1% and the School pays 2%. These amounts will increase gradually over the next few years in line with Government requirements. If you wish to contribute a higher percentage, the School will also increase its contribution at double your contribution, up to a maximum of 10%

Eyesight Test

Free bi-annual eye test and contribution towards glasses for VDU use.

School Fees

Support staff enjoy the same significant discount (50%) on school fees for children at the Cathedral School, subject to places being available and the child/ren satisfying the normal entry criteria

Application Procedure

Please download and complete the application form and email it, together with a covering letter of no more than two sides of A4, to Mrs Clare Sherwood, Head, via HeadsPA@cathedral-school.co.uk.

The deadline for applications is **Friday 20th October 2017 at 12 noon**.

Interviews will take place during the week commencing Monday 6th November 2017.

Further information about the school, including details of our Safer Recruitment Policy, are available on the website at www.cathedral-school.co.uk.

Child Protection

The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school's Child Protection Policy (copy on school website) at all times.

Clare Sherwood
Head

