JOB DESCRIPTION - SCHOOL NURSE

Job Title: School Nurse
Salary: Salary circa £32,500 p.a. dependent on experience
Reporting to: The Commercial & Operations Director
Location: Highgate, London
Type of position: Permanent, Term Time Plus 6 days per year

THE SCHOOL

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found ‘a grammar school...for good education and instruction’. Today Highgate is a flourishing coeducational independent school which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently some 1,550 pupils at Highgate and the School employs approximately 400 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, 20 minutes by tube from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

THE MEDICAL FACILITIES

The medical facilities are well equipped in order to facilitate the immediate care, both medical and pastoral, of pupils and staff at Highgate School. There are two main sites where medical care is available – the Senior School Medical Centre on North Road and the Bishopswood Road Medical Centre. Two qualified nurses share the responsibility for the day-to-day medical provision across the whole school, and may be required to cover either site.

THE ROLE

The role of the School Nurse at Highgate is to support pupils’ health and wellbeing in order for pupils to fully participate in active school life.
MAIN RESPONSIBILITIES

The provision of medical care to pupils and staff on a daily basis:

- Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis
- Treating pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate
- Where necessary, arranging to get the pupil / person home safely or to alternative care, e.g. the individual’s GP or to hospital
- Administering medication according to School policy
- Performing necessary health checks to assist with diagnosis
- Liaison with parents and staff in accordance with the School policies on medical and mental health

The Nursing team has responsibility for the day-to-day management of the Medical Centre, Senior School medical room and Junior School medical room (break times only, when possible):

- Ensuring that the Senior School Medical Centre, Bishopswood Road Medical Centre and Junior School Medical Room are appropriately staffed, stocked and equipped
- Ensuring safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around the school and replacement of supplies
- Timely maintenance of pupil files, medical records and medical centre attendance records
- Organisation of essential emergency medications in the Dining Hall and on sites other than the Medical Centre

Coordinating immunisation programmes:

- Liaising with local health authorities in the organisation of immunisation programmes
- Arranging and managing communication with parents with regard to consent
- Maintaining records on electronic register where appropriate

Liaison with Housemaster or equivalent 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 in extra-curricular activities
- Regular meetings with senior pastoral staff (Principals, Deputy Heads, Assistant Heads, Senior Housemaster etc.) to provide advice on effective pastoral care for particular pupils
- As part of the nursing 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

Providing support to academic staff in pastoral care and counseling:

- The School Nurse works closely with the Designated Safeguarding Leads, Chaplains and School Counsellor (part-time) but at all times exercises judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children
- The School Nurse liaises with the School Counsellor to set up an appointment schedule and maintains a record of appointments

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 updating health issues notice boards

Involvement in Health and Safety issues:

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

Administration:

- Ensuring medical 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 Medical Centres 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

General

- Providing cover for sports fixtures, games sessions and other events as required
- Some additional Saturday working may be required to cover fixtures and events but adequate notice will be given in advance
- Carrying out such other duties within the postholder’s capabilities as may be reasonably requested from time to time

The School Nurses are required to attend buildings other than the Medical Centre and it is vital that they can be contacted at all times. The School will provide mobile phones.

**JOB SPECIFICATION**

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<td><strong>Qualifications</strong></td>
<td>RSCN, RN–child, or RGN with relevant experience (i.e. A&amp;E, School nursing, Practice nursing)</td>
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<td>Full clean driving license would be beneficial</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Experience in either school nursing experience; A&amp;E experience; paediatric nursing experience, or experience in adolescent health</td>
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<td>Minimum 3yrs post registration</td>
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<td>Good working knowledge of Child Protection issues. (Training will be provided on appointment if a refresher course is necessary)</td>
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<td><strong>Ability / skills</strong></td>
<td>Ability to work independently without medical back up on site</td>
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<td>Computer literate. The medical centre typically uses Word and Excel plus SIMS and SHM databases</td>
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<td>Medically fit and able to cope with a physically demanding site</td>
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<td>The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance</td>
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<td>Willing to make a full contribution to the life of the School</td>
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An exemplary attendance record in his/her present and previous employment
Excellent communication and interpersonal skills, especially with children and essential for liaison with all members of staff across the Whole School

Personal Attributes
Confident and calm when dealing with a range of accidents and first aid issues
Friendly, sympathetic and supportive personality
Energetic, motivated and enthusiastic

CHILD PROTECTION
In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School’s Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

TERMS & CONDITIONS

Salary
Salary circa £32,500 p.a. depending on qualifications, skills and experience.

Hours of Work
Working 41 hours per week, Monday to Friday, term time plus six days per year. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. In addition some evening and weekend working may be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager’s discretion.

Probationary Period
This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

Lunch Period
There is an unpaid lunch break of half an hour. A complimentary lunch is available in the Dining Hall.

Holidays
The salary includes 25 days’ (pro rata) paid holiday entitlement plus public holidays to be taken during School holiday periods.

Pension
From September 2008 the School has provided a defined benefit pension whereby staff can earn a pension benefit of 1/80 of final salary for each year of membership for which the staff contribution rate is currently 6%.

Leisure Facilities
Staff have free access to the School’s sport facilities including a swimming pool and a fitness suite.

Confidentiality
The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code
Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking
The School operates a no smoking policy and smoking is not permitted on any part of the campus.
Health & Safety
The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School’s Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School’s health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity
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.

As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, the School reserves the right 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.

October 2015

APPLICATION PROCEDURE

Applications should be made to:

Victoria Madden, Recruitment Specialist, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Applicants are required to write a separate covering letter outlining their suitability for the post, which should be accompanied by the following:

(1) The School’s application form.
(2) The School’s Equal Opportunities monitoring form.
(2) A full curriculum vitae.
(3) Details of two referees.

Closing date: Closing date 3 November 2015. However, applications will be considered on receipt.