



ST EDMUND'S SCHOOL CANTERBURY

Appointment of Registered Nurse (Part Time)

Pre-Prep | Junior | Senior | Sixth Form

www.stedmunds.org.uk | preprepschool@stedmunds.org.uk | juniorschool@stedmunds.org.uk | seniorschool@stedmunds.org.uk | 01227 475600
St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU

The school is owned by St Edmund's School Canterbury, a charitable company limited by guarantee registered in England and Wales, number 3201223.
Registered charity number 1056382. Registered office: St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU.

THE POST

To provide a clinically effective, high quality nursing service for students and staff and to promote the welfare of children with full commitment to safeguarding.

Job Title: Registered Nurse

Hours: 21 per week (opportunity for over time)

Weeks: 34 (term time only)

Salary: NHS 06 Point 21

Responsible to:

The Senior Nurse and thereafter to the Senior Deputy Head (Pastoral)

KEY DUTIES AND RESPONSIBILITIES

- To support the Senior Nurse in the day to day management of the school's Medical Centre, implementing policies and protocols, and working to systems and processes that are efficient and effective.
- As part of the team, to take charge during allocated shifts and assist in the smooth running and organisation of the department. To lead the department in the exceptional situation where the Senior Nurse is not contactable.
- To undertake a comprehensive assessment of all students/staff attending the department, making a clinical decision and implementing evidence based nursing care or referral of patients, without direct supervision but within clinical guidelines and protocols.
- To develop, implement and evaluate plans of care, as necessary, ensuring a holistic approach to health management for specific students in order to maximize their wellbeing in school.
- To support children and young people's mental health and emotionally wellbeing by undertaking positive mental health promotion, providing basic therapeutic support (listening skills) and liaising with other professionals as needed.
- To undertake a range of clinical skills, including first aid and emergency care, working towards high standards of practice within the Scope of professional practice, adhering to the NMC Code of professional conduct and other advisory papers.
- To implement procedures for the prevention and control of infectious disease promoting good practice across the school.
- To maintain compliance with the National Minimum Standards for Boarding Schools in relation to boarders' health and wellbeing.
- To work in partnership with pupils, their parents or guardians, staff, the School Doctor, clinicians and counsellors to determine that there is an effective understanding of health issues in the school and that problems do not go undetected.
- To plan and promote good health throughout the school community, implementing training and advice sessions to students or staff where appropriate and to take part in the delivery of PSHE sessions to support teaching staff as requested.

- To provide first aid and training across the whole school, establishing and delivering a program for INSET or to support teaching staff where requested.
- To participate in a clinical audit program.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To take responsibility for own continuing professional development in line with NMC guidelines to develop and maintain safe, competent practice within the clinical environment, meeting the regulatory requirements for re validation.

PERSON SPECIFICATION

Applicants should describe in their application how they meet the following criteria.

	CRITERIA
QUALIFICATIONS	<p>Essential - Professional nursing qualification – a Registered Nurse on either part 1, 8 or 15 of the register with a valid NMC PIN.</p> <p>Desirable – Related first level degree.</p> <p>Desirable – Evidence of further qualification in respect of clinical assessment, child health or practice nursing.</p>
EXPERIENCE	<p>Essential – Experienced School Nurse or in related areas of nursing such as Accident and Emergency or Child Health.</p> <p>Desirable – previous experience of autonomous working. An active interest in well-being and mental health in children would be advantageous.</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to work as an autonomous practitioner, skilled in clinical assessment and evaluation, and with good practical ability. • To be able to work independently on your own initiative is essential as this position involves lone working. • Sound decision making and problem solving skills. • A good level of diplomacy and interpersonal skills with the ability to work in partnership with pupils, parents, staff and clinicians, relating well to people of all ages and backgrounds. • To demonstrate a strong pastoral focus with an ability to explore sensitive issues with tact and patience. • Excellent communication skills, along with the ability to give clear instructions. • Excellent team working skills. • Good organisational ability with the ability to prioritise and work under pressure. • Able to remain calm, focused and effective in an emergency. • To ensure that all documentation provided is accurate, clear, legible and specific, in line with NMC standards.

KNOWLEDGE	<p>A clear knowledge of autonomous working, recognising limitations of the role and personal accountability.</p> <p>A specialist knowledge of clinical assessment and nursing intervention for both immediate and longer term health needs.</p> <p>An understanding of the health needs of children and young people.</p> <p>A comprehensive knowledge of Safeguarding children.</p> <p>A clear understanding of the issues surrounding consent and confidentiality specifically in relation to children.</p> <p>To be conversant with the Scope of Professional practice and other NMC regulatory papers.</p> <p>To have an understanding of the RCN and Boarding Schools Association best practice guidelines, National Minimum Standards for Boarding Schools and other advisory papers.</p> <p>Be familiar with current relevant literature informing clinical effectiveness and best practice.</p> <p>To have an understanding of Clinical Governance and risk management standards.</p> <p>To have a working knowledge of health and safety at work including risk assessment, accident reporting, COSH and RIDDOR.</p> <p>To have an effective understanding of cultural approaches to illness and health.</p> <p>To have a comprehensive understanding of health issues in schools and the value of health promotion.</p> <p>To have specialist, evidence based knowledge, of the prevention and control of infection.</p>
BEHAVIOURS	<ul style="list-style-type: none"> • Flexible approach to working hours. • To demonstrate sensitivity to others. • Able to form professional relationships based on trust. • Enthusiastic with a good sense of fun and rapport with children of all ages. • Act with integrity • Self-awareness and emotional stability.

THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 550 pupils from the ages of 3 to 18. The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil is known and valued.

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

We pride ourselves on close pupil support, high academic standards and a happy, nurturing environment. The medical centre is key in supporting the children's health and wellbeing and

enabling them to fully participate in active school life. Being on site the centre can be accessed by pupils throughout the week. Medical care is available 24 hours each day for both routine and emergency treatment. The facility is supported by highly qualified nursing staff and the school doctor holds surgeries twice each week. Pupils are assured of immediate care and attention on visiting the Medical Centre.

Staff benefit from free parking on site and free meals when on duty.

Further information about St Edmund's may be found on the School's website: www.stedmunds.org.uk.

CONDITIONS OF SERVICE

- St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).
- Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications must take the form of a completed Staff Application Form, CV and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of applications is **Monday 4th January 2021**. Applications should be emailed to:

Mrs Sarah Hudson

HR Manager

slh@stedmunds.org.uk