



ST MARY'S CALNE

Incorporating St Margaret's Preparatory School

## NURSE

2 x permanent positions

1 x maternity cover fixed term contract (up to 12 months)

### JOB DESCRIPTION

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

St Mary's has an opportunity for experienced and suitably qualified nurses to join our friendly and professional Health Centre Team. The successful candidates will have the ability to relate well with pupils, parents and outside agencies; be able to demonstrate high levels of confidentiality and will have a professional outlook.

Working hours will include a mixture of early and late shifts, long days and on call nights/ sleep ins. A flexible approach to working weekends when needed is essential. We are currently seeking to recruit 2 permanent members of staff and 1 to cover a maternity contract for a 12-month period.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

**Position:** Nurse

**Salary:** £29,014.62 per annum

The salary is based on the school's own payscale (S31) and is currently a full time equivalent of £37,719 per annum

**Hours:** 40 hours per week, term time only, variable hours. Shifts include days, lates, weekend and overnight on call shifts

**Holidays:** Term time only contract: 5 weeks paid holiday calculated as part of salary.  
Term time only staff work 35 full weeks per year and cannot take holiday in term time

**Pension:** Scottish Widows scheme with generous employer contributions

**Line Manager:** Lead Nurse

## The Health Centre

The Health Centre is staffed 24 hours a day by fully qualified nurses and a team of first aiders providing a high standard of health care and welfare support for St Mary's pupils. The school nurse provides a holistic approach to the care of pupils, which includes illness and injury assessment, treatment and health promotion. The aim of the role is to support pupils' health and wellbeing so that they can fully participate in school life and provide health care to members of the school community. In both areas, the Health Centre team strive to develop and maintain positive and mutually supportive relationships with parents / guardians and with staff across the school.

## Main Duties

The School Nurse is directly responsible to the Lead Nurse and ultimately the Headmistress for the health and medical welfare of all the girls in the school. Within the bounds of medical confidentiality, they should keep the Welfare group and if appropriate the Housemistress/master and Tutor, informed where there is a health or wellbeing concern affecting any girl.

## Purpose of role

To provide clinically effective, high quality nursing care within NMC guidelines to pupils, members of staff and visitors whilst on site. This will include:

## Care of the Pupils

- Clinically effective assessment and management of illness and injury
- Medical treatments to pupils including administering of medication when appropriate
- Ensuring care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff
- Assess, implement and evaluate in-patient care of pupils admitted to Health Centre (within agreed levels of competence)
- Caring for needs of pupils when 'in patients'
- Liaising closely with the Headmistress/master, Deputy Head, House Staff, Parents, Teaching Staff and School Counsellor in a pastoral, as well as medical capacity
- Arranging medical appointments, transport and escorts for girls
- Acting as escort when required
- Management and recording of termly heights & weights in all girls
- Being 'named nurse' for a boarding House, attending House meetings / providing health promotion sessions / managing welfare issues
- Counselling girls when appropriate and within level of competence and referring to school counsellor as required
- Liaising closely with head of PSHE and providing health advice service as required
- Supporting girls' mental health needs

### Assisting St Mary's GPs

- Assisting Southbroom Surgery GP's when on duty at the GP clinics held twice weekly in the Health Centre and at medicals of new girls (boarders) at the beginning of the school year.
- To become competent in using the computer link up system 'System One' between Southbroom and the Health Centre. Ensuring documentation between System One and ISAMS is up to date. Ensuring CPOMS system is fully updated with information as required.
- Building relationships with staff at Southbroom Surgery and Well Pharmacy to ensure timely ordering & delivery/collection of medication, effective identification & management of childhood illnesses such as Asthma / Diabetes / Anaphylaxis and Epilepsy and successful delivery of Physiotherapy.

### Other Medical Duties

- Assisting with the organisation of Virgin Care vaccination programmes, keeping records of girls' immunisations and ensuring they are up to date, following good practice and specific directives on immunisation procedures relevant to the school population and individuals
- Operate procedures for the control of infectious diseases
- Follow procedures for the safe disposal of clinical waste
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs
- Maintain treatment room stock, hygiene and tidiness
- Carry out nursing procedures within scope of competency and role.
- Be prepared to develop competencies to meet the needs of the service.
- Administering emergency treatment to staff and visitors when necessary
- Liaising with staff of St Margaret's Prep School (day), administering emergency treatment to its pupils when necessary and advising and working with its staff on health promotional issues
- Supplying and maintaining first aid boxes and bags around the school ensuring they are fit for purpose and issuing them for trips out of school, including games matches
- Ordering pharmaceutical items for the Health Centre
- Issuing House medical supplies and ensuring they are replaced as necessary
- Ensuring emergency equipment including defibrillator & oxygen available at St Mary's is fit for purpose and regularly checked as per Resuscitation Council UK guidelines (2015)

### Management and Professional

- Adhere to NMC code of professional conduct
- Use evidence-based practice to develop and maintain a high quality of nursing care to pupils
- Ensure that a code of confidentiality & applicable policies (in particular the Safeguarding Policy) is adhered to
- Administrative duties and record keeping as per NMC Code of Conduct (2018)

- Recording dispensing of drugs as per Professional Guidance on the Administration of Medicines in Healthcare Settings (The Royal College of Nursing, 2019)
- Maintaining ISAMS records accurately, confidentially, safely and to a high standard ensuring the accurate and rapid retrieval of up-to-date information. Maintain CPOMS and ensure timely and effective communication with parents and Houses.
- Creating policies and protocols as required
- Organising & effectively documenting school medical examinations and other surveillance audits

### Health and Safety

- Maintaining hygiene and tidiness of the treatment room
- An involvement in health and safety issues within school affecting staff, children or the environment
- Keeping records of reported accidents & working with departments to improve processes; learning from outcome of incidents to improve practice as per school RIDDOR policy
- Carrying out appropriate risk assessments as required

### Liaison

- Supporting the Lead Nurse and demonstrating excellent teamwork and compassion towards colleagues. Working closely with all staff to ensure seamless and continuous care (including parents, academic staff, school office staff and all other departments as necessary)
- Working closely with Housemistresses/masters and other boarding staff to build strong working relationships and enhance the seamless care across the school
- Working with school health advisors, pharmacy and other members of the primary health team
- Liaising with Children's Social Services where appropriate
- Arranging appointments with consultants, orthodontics, dentists and opticians and liaising with parents regarding outcome of these as appropriate.

## PERSON SPECIFICATION

### Essential

- A Registered Nurse with current PIN.
- Ability to work safely and effectively with medical back up on site.
- Excellent communication skills - able to produce clear, concise and timely oral and written communications.
- Excellent organisational skills
- Competent IT skills including MS Office.
- Able to prioritise and organise own workload and to meet deadlines.
- Self-motivated - able to be conscientious and show initiative.
- Able to listen well and understand others needs and perspectives.
- Empathy with young people (11-18 years)

- Able to work effectively both in collaboration with other staff as well as being able to work independently.
- Flexible and professional approach with a willingness to learn and grow into a new environment outside of traditional nursing venues.
- Resilient and able to cope with the pressures of working within a busy school medical centre.
- Calm, methodical and logical.
- Ability to demonstrate an understanding of school protocols & the role of Health Centre staff in the effective running of the school as a whole

### Desirable

- Experience in either School Nursing, A&E, Practice Nursing, Paediatric Nursing, Adolescent Health or Public Health desirable
- Demonstrable post registration experience
- Full clean driving license
- Mental Health experience
- Knowledge and understanding of sports injuries
- Knowledge/experience of counselling
- Knowledge of health promotion, particularly in young people
- An understanding and knowledge of child protection within a school/young person's environment
- Experience of working in a Boarding School

### How to Apply

An application form may be downloaded from the school's website [www.stmaryscalne.org](http://www.stmaryscalne.org) – vacancies page

Applications should be sent (by email preferably) to:  
HR Manager, [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org) or call 01249 857300 for further information

Receipt of an application will be acknowledged as soon as possible.

**Closing date:** 0900 Monday 1<sup>st</sup> November 2021

**St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check.** All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

## EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

### **St Mary's Calne fully recognises its responsibilities for Child Protection.**

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WIT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### **Staff:**

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021