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Part-time School Nurse

Information for Applicants



Independent boarding and day school for boys aged 4 - 13 years.

PART-TIME SCHOOL NURSE

Summer Fields is a boarding and day school for approximately 320 boys aged 4 to 13 years. The school benefits from some of the very best facilities in the independent sector and is situated in a quiet estate less than two miles from the centre of Oxford. Summer Fields has always held a strong academic tradition and each year boys pass Common Entrance and regularly win major scholarships to the top public schools in the country.

The school Health and Wellbeing Centre is located at the heart of the school and provides a 24-hour nursing service for pupils. There is a bright and cheerful clinic room, a private consultation room as well as a cosy in-patient area for pupils who require admission. The Health and Wellbeing Centre is supervised by a qualified Head Sister, who has overall responsibility for the day-to-day health matters in the school with the assistance of a small team of nurses. The school GPs hold twice weekly surgeries in the school and they are also on call to deal with emergencies.

We require a qualified Part-time School Nurse to join our Health and Wellbeing Centre team. This position is term-time only working a weekend shift and an on-call night shift. The total weekly hours may vary during the term depending on leave dates which are on our website, www.summerfields.com/whatson/term-dates.

The successful candidates will be Registered Nurses, with an interest or experience in working with children. Previous Practice or School Nursing experience would be an advantage although not essential. The ability to work independently is essential as this position involves some lone working.

APPLICATION PROCEDURE

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided. Please apply by submitting a fully completed application form with a cover letter addressed to Mrs Colette Cawthra, Head Sister. Applications should be saved as Word or PDF documents and emailed to recruitment@summerfields.com.

If you would like further details or assistance with the application form please call the HR Assistant on 01865 459235.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

SUMMER FIELDS

INTRODUCTION

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Men's sane in corpora sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 4 to 13 with around 320 boys on the roll. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.



Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and is taking full advantage of life at Summer Fields, with its many possibilities and opportunities.

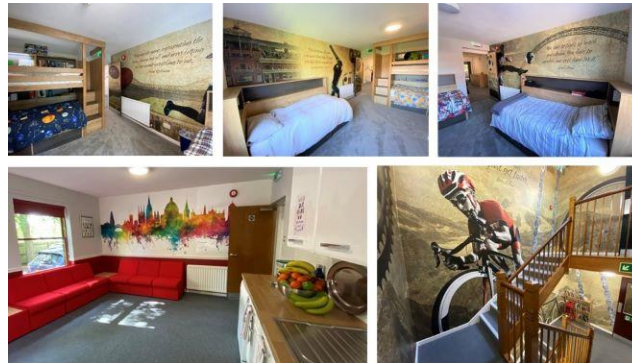
The school is thriving at all levels and we have recently entered an exciting new phase in our history. In September 2018 we opened a brand-new Summer Fields Pre-prep school, catering for boys from Reception to Year 3. The school is housed in a stand-alone building: Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building has undergone a complete re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for up to 80 boys aged 4 to 8.

ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is currently in Year 4, although a few boys join in Years 5 and 6 depending on places being available; these places continue to be available now that the new Pre-prep has opened. Some 20 boys will join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

BOARDING

The boarding structure is horizontal, according to age, in six Lodges (Houses), where the boys are looked after by a husband-and-wife team. Every boy has a personal Tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In addition, a boy can seek help from Lodge parents, Form Masters and Mistresses, the Head Sister and, of course, the Headmaster.



The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually added to. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

WORKING AT SUMMER FIELDS

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well-qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are currently around 155 full-time and part-time staff with approximately 50 staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities.

THE POSITION

The hours are 7:30 to 15:00 on the early shifts and 13:00 to 20:30 on the late shifts. On Sundays the hours are either 8:00 to 14:30 or 14:00 to 20:30, except for Exeat weekends. Night shifts are 20:00 – 08:00. The salary is in line with NHS Band 6 (pro-rotta), dependent upon qualifications and experience.

Term dates are available on our website, www.summerfields.com/whatson/term-dates.

This is a fantastic opportunity to work in a prestigious independent school in a beautiful location in Summertown. Benefits include a contributory pension scheme, life assurance, meals when on duty during term-time, swimming club membership and parking is available in the school grounds. All staff have access to an Employee Assistance Programme which provides access to a range of confidential support services.

Please apply by submitting a fully completed application form with a cover letter to recruitment@summerfields.com.

JOB DESCRIPTION

Job Title: School Nurse

Reporting to: Head Sister

Other key relationships: Senior Sister, Headmaster, Deputy Head Pastoral, School Doctors, other nursing staff, Lodgeparents, Designated Safeguarding Lead, Parents.

Purpose of the role

To provide a clinically effective, high quality service of nursing care and first aid to all members of the school community during term time. To work in partnership with pupils, parents, school personnel, GPs and other appropriate agencies to carry out health surveillance, health promotion and other public health initiatives addressing any identified needs.

Main duties

Professional

- Adhere to the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- Exercise awareness of professional responsibilities by organising her/his own work to include time to become familiar with current relevant literature and taking opportunities for personal and professional development in line with NMC revalidation processes.
- Use evidence-based practice to develop and maintain a high-quality standard of nursing.

Managerial

- To be familiar with current school policies and procedures.
- Keep accurate comprehensive, updated records and written reports, as required by the school and other statutory agencies.

Clinical

- With other members of Hobson's help develop the nursing services for pupils at the school in line with recommended best practice and BSA guidelines.
- To assess, plan and evaluate care programmes in relation to pupils with special educational and health needs.
- To administer medications prescribed for pupils and record accordingly.
- To care for pupils who are ill and admitted to the Health & Wellbeing Centre.
- Support, advise, counsel, and refer children who are experiencing mental health problems.
- Assist in the training for school staff to support children with healthcare needs, e.g. asthma, diabetes epilepsy or allergies, including the use of EpiPens and other AAls.
- Provide support and advice for parents, carers and school staff on childhood illnesses and the management and control of infection and communicable diseases.
- Carry out health assessments at school entry for boarders, e.g. height, weight and vision.

Educational

- To promote health education throughout the school community on relevant health issues such as:
 - nutrition and physical activity
 - mental health and wellbeing
 - healthy eating and dental health.

General

- Liaise in a professional and sympathetic manner with parents as required and ensure they are kept informed of medical matters.
- Liaise with the Lodge Parents – informing them of incidents regarding boys during the day.
- Monitor the general stock levels in the surgery and inform the Head Sister when new stock is required.
- Responsible for the general upkeep of the surgery requesting repairs etc. through the Maintenance Department as necessary.
- Supervise the cleaning of the Health and Wellbeing Centre and promote effective infection control measures at all times.
- Arrange medicals for new pupils and regular height and weight charts.
- Maintain medical records and ensure complete confidentiality of such records.
- Maintain a good working relationship with the local health authority and other medical personnel, e.g. surgery, dentists, physiotherapists.
- Try to get to know all pupils personally and give them confidence to visit the surgery if they have a problem whether physical or otherwise.
- Support Lodge staff in their caring role – giving advice/instruction as needed.
- Liaise with teaching staff regarding pupils' health and well-being needs.
- Maintain and update the daily Off Games list.
- Inform Headmaster/school office of any incident regarding pupils.
- Arrange hospital appointments, transfers and escorts to hospital in emergency.
- Record a pupil's hospital/out-patient/dental appointments on the school's management information system.
- Be accountable for own nursing practices and keep up-dated with changes in practice.
- Carry out all treatments and instructions given by the School Doctor, ensuring safe storage and ready access of emergency medications.
- At all times to promote the good reputation of Summer Fields.
- Exercise due consideration in the way confidential information relating to the general business of the school and information regarding individuals is used and not acting in any way which might be prejudicial to the interests of the school.
- Comply with the requirements of the school's Data Protection Policy, you must not at any time use the personal data held by the school for a purpose not described in the Register entry, or disclose such data to a third party.
- Understand the typical health, hygiene, safety and security risks that exist, or may exist, in your area of work. Know how to assess the risks associated with these hazards and how to minimise risks.
- Share the responsibility with all staff for safeguarding and promoting the welfare of children and adhere to, and comply with, the school's Safeguarding Policy.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended as an exhaustive list. Other tasks may be allocated as necessary to meet the changing needs of the school and new duties introduced after consultation with the post holder.

PERSON SPECIFICATION

Job Title: School Nurse

Reporting to: Head Sister

	ESSENTIAL	DESIRABLE
Qualifications /Attainments	RN/RN(Child) NMC registration and current PIN Evidence of Professional Updating Willing to undertake further formal training as required	Certificate/Diploma/ Specialist Practitioner Qualification or equivalent experience in the school nursing field First Aid experience First Aid at Work Certificate Health Education Certificate RMN/RSCN
Relevant Experience	Minimum 2 years post registration experience.	Previous experience of school nursing/community nursing/minor injuries. Previous experience of working with children
Knowledge	Knowledge of Safeguarding issues Knowledge of the recent reforms/changes in the NHS and Education Knowledge of NMC Code of conduct.	
Skills and Abilities	Positive attitude to change Ability to work independently and use own initiative Ability to communicate both verbally and in writing in an effective way with people from a variety of backgrounds and different ages Empathy and understanding of the emotional needs of children Approachable and a good listener Awareness of healthy lifestyle issues relating to children and childhood development.	Counselling Skills
Special Requirements	Willingness and confidence to work alone and to seek help and advice from NHS 111 / duty doctors / emergency services when required.	
Motivation	A committed interest in working with school aged children and developing a career in school nursing and public health.	
Physical	Stamina and a good level of health and fitness	
Personal Circumstances	Ability to work weekday, evening, night and weekend shifts. Flexibility and a willingness to cover extra shifts if available	

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields 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 school 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.

APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside a completed Application Form.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- 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.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 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 school 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 school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration 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 HR Manager for more details.
- The school 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. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual.
- 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.

CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school 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.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- 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 or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- 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. This shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.
- Where the role involves providing care for pupils under eight, receipt of a signed Self-Declaration form showing the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the school'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 school in strictest confidence and used as set out in the school's Staff Privacy Notice and Data Protection Policy. 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, and layout of the school. The school 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.