



**Part-time School Nurse  
Information for Applicants**

## PART-TIME SCHOOL NURSE

Summer Fields is an independent boarding and day school for approximately 330 boys aged 4–13 years situated in Summertown, two miles north of the centre of Oxford. The school Medical 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 Medical 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 Medical Centre team from September 2021. This position is term-time only for 22.5 hours on full weeks of the term. The total weekly hours will vary during the term depending on leave dates which are on our website, [www.summerfields.com/whatson/term-dates](http://www.summerfields.com/whatson/term-dates).

The successful candidate will be a Registered Nurse, 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 these positions involve 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 providing the following:-

- A **fully completed application form**, including a full employment record and contact details of at least two referees.
- A cover letter explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however we also will need a completed application form **with full details of your employment history**.

If you would like further details or assistance with the application form please call the HR Manager on 01865 459238. Application forms/CVs should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) or posted to the HR Manager, Summer Fields, Mayfield Road, Oxford, OX2 7EN.

*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 appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## JOB DESCRIPTION

**Job Title:** School Nurse

**Reporting to:** Head Sister

**Other key relationships:** Headmaster, School Doctors, Head of Boarding, 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 Medical Centre.
- Support, advise counsel and refer children 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 EpiPens.
- 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 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 Medical 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, transfer 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

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

## 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.
- 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.
- 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.
- 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 Children's 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. For an EEA teaching candidate, 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, confirmation is required that 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 management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

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 Staff Information Security 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.