

# Packwood



*Packwood is part of the Shrewsbury School family of Schools.*



## **Information for Candidates** School Nurse

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## School Nurse

*Permanent, part time (1 – 2 days per week), term time plus 3 weeks*

We have an exciting opportunity to appoint a part-time School Nurse to provide the highest professional medical care to pupils, staff and visitors to the school as well as oversee and assist a team of two other matrons in providing excellent pastoral care of the children, ensuring a smooth, happy and successful running of day to day matters in boarding houses in conjunction with the House Parents.

You must be a Registered General Nurse (RGN) with experience in the management of minor illness and injury. It would be advantageous to have a paediatric qualification as well as a special interest in diabetes, asthma, immunisation, counselling and health promotion.

You will need to demonstrate excellent communication, organisational and administration skills together with experience of working in a team. You need to be able to work confidently, competently and autonomously within your capabilities, knowing when and where to access support and advice.

We offer a competitive salary package to include free meals while on duty, pension and fee remission.

**Full application packs and job descriptions can be obtained from our website: <http://www.shrewsbury.org.uk/page/job-vacancies> or email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)**

**Closing Date: 12pm, Monday 3 June 2024**

***Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people, 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.***

# Job Description

## MAIN PURPOSE OF ROLE

The School Nurse oversees all school health policies and procedures. The school nurse provides expertise and oversight of school health services and promotes health education throughout the school. We believe that healthy children are successful learners - the School Nurse is a key advocate for the physical, emotional, mental, and social health of our pupils

Using their clinical knowledge and judgement, the School Nurse will routinely provide healthcare to pupils and staff, perform necessary health screenings, co-ordinate referrals to healthcare providers and serve as the liaison between school personnel, family, and community healthcare providers to ensure a healthy school environment.

The School Nurse will oversee and assist a team of two other matrons who ensure the smooth, happy and successful running of day-to-day matters in the boarding houses.

## LEVEL OF POSITION

The Post holder will report directly to the Headmaster who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

## DUTIES AND RESPONSIBILITIES

This role is not a simple one to define due to the varied duties and responsibilities that come with working in a prep-school environment. The duties and responsibilities below are illustrative and the successful candidate will be expected to become involved in a range of work, on occasions that may not be illustrated below.

## Main Responsibilities:

### Medical

The School Nurse is responsible for ensuring that the pupils get appropriate medical treatment following illness or injury, and must liaise with the House parents / parent / guardian regarding any medical treatment. The Nurse will be involved in the following medical areas:

- To be aware of the boys/girls individual health problems.
- To collate medical records of new pupils and, where appropriate, discuss any medical details with the House parents/staff as necessary.
- Keeping up to date records of the medical history of all boys/girls in the School on iSAMS.
- Collect, store and dispense prescribed medication as appropriate.
- Responsibility for ordering medicines, for the safe storage of medicines and for checking medicine levels and dates.
- Keeping records of all treatments administered to pupils.
- To provide medical care, advice and first aid to all pupils, members of staff and any visitors while at School: autonomously treating minor illnesses and injuries (within own capabilities); knowing when and where to refer for advice and further management, e.g. A&E.
- To assess, implement and monitor the care of pupils who have been admitted to the Surgery.
- Responsibility for taking children to the doctors and liaising with Prescott surgery doctors and parents with regard to children.
- To provide First Aid and pitch side cover for rugby matches, all tournaments and any other school events requiring specific first aid cover.
- To communicate effectively, confidentially and appropriately with Matrons/House parents/Parents/Guardians as necessary in relation to the health and well-being of pupils.
- To be fully aware of current NMC standards of conduct, performance and ethics for Nurses and Midwives; practice safely and accordingly.
- To maintain registration and be aware of the requirements of renewal of registration with the NMC. To be willing to undertake relevant professional development

- The School Nurse will endeavour to keep her knowledge and understanding of relevant medical conditions/invasive therapy procedures up to date and attend regular relevant training or 'up-date' sessions. Assessment of knowledge/skills may be made through the self-assessment process or by a competent and experienced practitioner.
- To follow the UKCC Guidelines for Professional Practice 1996, Standards for the Administration of Medicines, Standards for Records and Record keeping and The Scope of Professional Practice.
- To follow the policies/procedures/guidelines of the Department of Health, Department of Education and Employment (Supporting Children with Medical Needs, 1996; Guidance on First Aid for Schools 1998) and the Local Education Authority.
- To utilise the professional processes of reflection and clinical supervision to evaluate her skills/knowledge and intervention with respect to supporting children in school with medical needs.
- To work in partnership with pupil, parents/carers and school staff to formulate appropriate current individual health care plans.
- Is professionally accountable at all times for her own actions whilst involved in the formulation of individual health care plans and staff training sessions.
- To set up HPV clinics, Flu clinics and any similar such required clinics.
- Responsibility for arranging annual height and weight checks for all the children.
- Responsibility for arranging regular head lice checks.
- To provide fully equipped medical bags and sick buckets for teams travelling away from school and school trips/outings.
- To carry out asthma reviews and monitoring other health issues as appropriate.
- To arrange emergency dental visits.

### **Administrative**

- To be aware of the importance of accurate, clear and precise documentation.
- To keep all nursing records to a high standard.



- To be fully competent with the administration of medication in accordance with relevant protocols.
- To be responsible for all general office procedures in the Surgery, to include regularly checking emails, voicemail messages, passing messages and all other administration.
- To follow the policies / procedures and guidelines of Packwood Haugh School
- To be responsible for reviewing and updating all medical related policies and procedures of the School.
- To be competent with the use of a computer, managing medical records and communicating.
- To be responsible for health and safety issues within the Surgery whilst on duty.
- To report accidents/injuries to the Headmaster & Bursar.
- To follow procedures for the safe disposal of clinical waste.
- To maintain treatment room stock, hygiene and tidiness.
- Is responsible for liaising with other schools with regard to the sharing of information.
- To be responsible for arranging First Aid training for staff and for maintaining and restocking First Aid kits around the school.
- To arrange appropriate training and guidance for the matrons.
- To produce rotas for the staff in the department.
- To act as mentor for new matrons and co-ordinate appraisal reviews for all of the matrons department in line with HR requirements.
- Is required to attend the Health and Safety Committee meeting on a termly basis.
- Is required to attend the staff meetings.
- To organise cover when members of staff in the department are ill/ absent from work.
- The School Nurse is required to oversee the register twice each day and to create a list of children who are not in school, those who are off games, additional boarders and children who are going out of school for any reason during the day and disseminate the information as required.

- To take the evening supper register and to liaise with duty staff to ensure that all pupils are accounted for at the end of the school day.
- The School Nurse is responsible for assisting with updating bus lists on the drivers' boards as appropriate throughout the day.
- To attend New Children's Days to meet new children and parents and to ensure all health record cards are filled in and filed appropriately
- To organise mouth guards for the pupils for the appropriate sports.
- To organise suitable training for staff in areas such as asthma, allergies etc.
- To assist in the planning and delivery of areas of the PSHE programme in relation to health and relationships.
- To be one of the school's deputy safeguarding leads and attend appropriate training in this area.
- To oversee the use of the school's sanatorium.

### **Domestic duties**

The School Nurse will be responsible for the oversight, and assist where needed, with the domestic duties within the house including the laundry, linen, cleaning, mending and general boarding house routines.

### **Laundry**

- To be responsible for overseeing the house laundry and ensure that clothing is always clean and well managed.
- To liaise with the School Laundry to ensure quality/happy service;
- To ensure that all boys/girls' clothing is name taped properly and in good repair.

### **Hygiene, cleanliness and general duties**

- To oversee the general tidiness of the House and the boys/girls.
- To oversee regular change of clothing and bed linen
- To actively check that boys/girls clothes and bed linen are in a reasonable state of repair, and that all boys/girls are changing bed linen weekly.
- To be responsible, with the House parents, for making sure that all children rise at the proper time, make their beds and open the curtains and windows in the morning and attend meals.
- To check changing rooms and liaise with Lost Property representative.



- To supervise packing and tidying at the end of term in conjunction with the House parents.
- Light supervision of cleaning team and liaise with housekeeping.

### **Pastoral**

The School Nurse is responsible, together with the House parents, for helping the boys/girls settle into Boarding life by providing a sympathetic ear and providing pastoral support. They will:

- Provide a listening ear to the boys/girls in the House; the quality of this relationship is important when dealing with the tricky personal and social issues that can arise.
- Be involved in all aspects of the boys/girls life and they will be encouraged to watch sport, join trips and assist with School events.

### **General:**

- In liaison with the House parents, you will be required to communicate with parents on a regular basis.
- To ensure that any maintenance requirements are reported to the Maintenance Department to maintain a safe environment.

The member of staff is also required to carry out any other duties that the Headmaster might reasonably request from time to time to facilitate the smooth running of the school.

### **Contacts:**

- In all contacts the successful applicant will be required to be a good ambassador for Packwood Haugh School as well as maintain constructive relationships.

### **Suitability to work with children:**

- Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- This successful candidate will be in regulated activity with you people and therefore, must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

## Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications/Skills:</b>		
• Excellent standard of education	√	
• RGN/RNCB qualified with demonstrable experience	√	
• Excellent IT Skills (Microsoft packages and willingness to learn school bespoke IT systems)	√	
• Paediatric and/or Minor illness qualification		√
• Certified First Aider (paediatric)		√
• Full driving licence	√	
• Designated Safeguard Lead training		√
<b>Work Experience:</b>		
• Must be able to deliver high standards of medical care	√	
• Experience of School Nursing		√
• Working at a supervisory level		√
• Must have a good knowledge of the management of illnesses and injuries	√	
• Experience of working autonomously		√
• Health promotion experience	√	
• Experience of minor illness/injury/A&E		√
• Experience of care in a boarding/educational setting would be an advantage		√

**Personal Attributes:**

- Ability to develop, establish and maintain positive relationships with staff, parents, and pupils ✓
- Keen attention to detail with a methodical approach. Well organised, task orientated and able to co-ordinate a range of activities. ✓
- A friendly, sympathetic and supportive approach ✓
- Able to win the confidence of children and encourage them to talk about their problems ✓
- Ability to work within a small team supporting colleagues ✓
- Ability to meet deadlines while working under pressure with minimal supervision ✓
- Energetic, motivated and enthusiastic in approach ✓
- Ability to communicate with a variety of people i.e young people, parents, staff etc ✓
- Committed to ongoing personal development ✓
- Willingness to adapt to change as school develops ✓
- Be emotionally strong to deal with difficult issues/situations ✓

	<u>Essential</u>	<u>Desirable</u>
<b>Specialist Knowledge:</b>		
• A good understanding of the Children Protection Act and Health and Safety at Work Regulations	√	
• Knowledge of the Care Quality Commission (CQC) inspections		√
• Aware of Health and Safety	√	
<b>Other / Special Working Conditions:</b>		
• Possess cultural awareness and sensitivity in working towards the aims of the school	√	

## ABOUT PACKWOOD HAUGH SCHOOL

Packwood is a co-educational, day and boarding prep school for children aged 4-13 years old. Set in 65 acres of beautiful Shropshire countryside, but only just over an hour from Manchester and Birmingham, our amazing site and facilities make Packwood a truly special place for children to grow and develop, whilst enjoying an extended childhood.

Packwood has a national and international reputation for academic strength combined with a focus on all-round education in a genuinely caring environment. Small class sizes and dedicated, specialist teachers help to ensure that every child makes the very best academic progress.

Our co-curricular programme plays a central role in school life. All pupils enjoy lessons in the creative and performing arts every week as well as playing sport almost every day. We encourage all of our pupils to discover new passions and talents as well as further develop their existing strengths.

A key feature of life at Packwood is the welcoming and genuinely caring atmosphere in the school. All pupils, whether boarders or day pupils, benefit from the close-knit community – it is so much more than a school with many staff and pupils calling Packwood home.

Packwood Haugh School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.





## Ethos and Values at Packwood

At Packwood we believe that a strong emphasis on pastoral care helps children to grow in confidence and thrive in all areas of school life. We encourage every pupil to:

- Make the very best academic progress, developing a love of learning in preparation for senior school and life beyond.
- Enjoy a range of co-curricular experiences, developing existing talents and discovering new passions.
- Grow and develop as individuals in a happy, caring and supportive environment, making lifelong friends along the way.

All members of the Packwood Community follow the Packwood Way:

- Treat others as you would like to be treated
- Forgive
- Share
- Be respectful
- Be honest and live with integrity
- Be kind and helpful
- Be a responsible member of the community
- Do your best to be your best





## The Application Process

Please note that our recruitment process is dealt with centrally at Shrewsbury School. If you wish to apply, please complete Packwood Haugh School's application form and send a covering letter. Please email your documents, ideally as 'pdfs' to: **[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)** by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

**Closing Date: 12pm, Monday 3 June 2024**

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

We reserve the right to appoint at any stage of the recruitment process.

Any questions or queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

**Please ensure you read the Recruitment Guidance Notes on page 19**

# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

The salary range is £26,000 - £30,000 FTE per annum (pro rata for part time working)

### **Hours**

The position is a part-time role working one to two days per week, term time only and approximately 3 weeks in the School holidays.

*Normal operational working hours will be 08:00 to 18:00 hours weekdays, with the requirement to work on occasional Saturdays from 08.00 to 16.00.*

The successful person must be able to show a degree of flexibility in working hours as he/she will be required to work varied hour according to the operational needs of the school.

### **Sick pay**

The postholder would be entitled to statutory sick pay.

### **Holiday**

Apart from the contractual weeks requiring the postholder to work during some school holidays, as detailed above, you will not be required to work during the remaining school holiday dates. The successful candidate will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised salary.

### **Pension**

All employees are eligible to join Packwood Haugh School's Pension Scheme (employee 5%, employer 3%).

# Benefits and Contractual Terms

## Non-contractual Staff Benefits

### **Training & Development**

All staff have the opportunity to access professional training; we seek to develop individuals in all areas of their school life.

### **Provision of Meals**

While the kitchens are operational, lunch is provided in our dining room.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

# Recruitment Guidance Notes:

## Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary Period

All appointments are subject to a twelve months' probationary period.

## Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note: CVs are not accepted.**

Your letter and application form should be sent as a pdf to:

[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, We will follow up written references with a telephone call to the referee. We will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✦ Current passport or biometric residence permit
- ✦ Current driving licence
- ✦ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

## **Disclosure & Barring Service (DBS) Disclosure:**

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

## **Overseas Police check**

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

## **Prohibition check**

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

## **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.





**Packwood Haugh School,**  
*Ruyton XI Towns, Shrewsbury, Shropshire SY3 7BA.*

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)  
Telephone: 01743 280500

**[www.packwood-haugh.co.uk](http://www.packwood-haugh.co.uk)**

*Registered charity number: 528413*