



# St Mary's School

## C A M B R I D G E

### **School Nurse**

### **September 2018**

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## **St Mary's School Cambridge**

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18.

Situated in the heart of the academically and culturally vibrant city of Cambridge, the School offers a safe and secure learning environment for girls. A Christian school in the Catholic tradition and founded on the principles of Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education; we provide renowned pastoral care, understanding and individual support that encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

There are 180 girls in our Junior School and 450 girls in the Senior School. A fifth of the girls at the school are boarders. Reflecting the cosmopolitan community of Cambridge, 14% of students at the school are from overseas, from 34 countries. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an active international network of over 200 Mary Ward schools worldwide, presenting many exciting and innovative opportunities for its students.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. The staff are exceptionally dedicated and a very close-knit community and our girls are genuinely delightful.

## School Nurse

### Job Summary

St Mary's is seeking to appoint a part-time, term-time only experienced Nurse to join our medical team which currently consists of two Nurses and a Health Care Assistant. The School Nurses have responsibility for the health and welfare of all pupils, with particular emphasis on the School's vibrant boarding community. The Medical Centre is integral to the School community and School Nurses are expected to pro-actively manage effective health promotion within the community by communicating with pupils, pastoral and academic staff.

### St Mary's Medical Centre

The Medical Centre is situated on the second floor of the Elms building on our Senior School site. The Centre comprises a consulting and treatment room as well as a sick bay. The Medical Centre is open Monday - Friday from 8am – 4.15pm. The School's boarding house (Mary Ward House) is visited each day by a member of the nursing team at 7.30am; the School medical centre opens at 8am. The School Medical Officer attends each week to provide a GP surgery for the boarding community.

<b>Job title:</b>	School Nurse
<b>Responsible to:</b>	Deputy Head (Pastoral and Boarding)
<b>Professionally Accountable to:</b>	Designated Senior Nurse
<b>Professionally relates to:</b>	The School Medical Officer
<b>Organisationally relates to:</b>	Headmistress, Bursar, Deputy Head (Pastoral and Boarding), Heads of Year, Head of Boarding, Housemistresses and other members of the boarding team, Head of Sport, Chaplain
<b>Job purpose:</b>	To provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community.
<b>Hours:</b>	The post holder will work approximately 24 hours per week, covering 3-week days – these need to be flexible as necessary and will include a Friday. The School Nurses work term-time only but are expected to ensure that the health centre is prepared for the following term, which might necessitate work ahead of term. We expect our Nurses to attend INSET days as appropriate.

## **Key responsibilities:**

### **1. Management/professional**

- adhere to the NMC *Code of professional conduct and be conversant with the Scope of professional practice* and other NMC advisory papers
- keep up-to-date with professional developments through the NMC, Royal College of Nursing, Independent Schools' Clinical Supervision Group and BSA (Boarding Schools' Association)
- use evidence-based practice to develop and maintain a high quality of nursing care for the pupils
- adhere to a code of confidentiality
- act as a role model
- be responsible for the smooth and efficient running of the health centre whilst on duty

### **2. Nursing**

To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site. This will include to:

- organise and run nurse drop-in clinics during duty hours
- available to provide out of hours 'over the phone' advice to boarding and in extremely rare circumstances support the boarding staff with overnight care
- ensure care plans are developed and written for pupils requiring them e.g. in cases of asthma, epilepsy, diabetes and anaphylaxis, in liaison with pupils, parents, and boarding house staff as appropriate
- maintain the stock of all School first aid kits and providing appropriate first aid kits for school trips requested by teaching staff
- provide health advice to staff organising school trips including residential and overseas visits
- provide first aid and emergency care and treatment as necessary
- involvement in child protection issues for which the necessary training will be provided.
- carry out child and adolescent monitoring/support to identify any health concerns in conjunction with the rest of the nursing and medical team
- follow good practice and specific directives on immunisation procedures relevant to the school population and individuals as requested by the local Health Authority
- operate procedures for control of infectious diseases, including emergency planning and liaising with the Health and Safety Manager and local Health Authority as appropriate.
- be aware of recommended safe storage, usage and disposal of medical supplies and drugs
- maintain the stock in the treatment room and being responsible for the hygiene and tidiness of the area

#### *For our Boarding community*

- ensure all new boarders receive a medical at the earliest opportunity in line with registration at the local GP surgery (within their first half term at the latest)
- organise doctors' surgeries if these fall within duty hours, including advising pupils to attend and referring to MO as appropriate
- arrange for boarders or day pupils to attend any medical, dental or other health appointments, and if necessary accompany pupils to appointments
- assess, implement and evaluate in-patient care of pupils admitted to health centre
- maintain safe storage, usage and disposal of medical drugs and supplies within the boarding house locations
- deliver medicines training to welfare staff in respect of the giving and storing of medicines

### **3. Health Education**

This will include to:

- promote health education throughout the school in conjunction with the Head of PSHE and in line with the teaching of the Catholic church – please see the School’s approach to sex education in the accompanying information pack
- take part in the delivery of PSHE, in particular sex education, to support teaching staff as appropriate
- ensure the provision of and access to a range of publicity materials on issues relating to student health
- keep up-to-date with current health promotion initiatives

### **4. Administrative**

This will include to:

- maintain medical records accurately, confidentially and safely
- keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
- record dispensing of drugs following drug protocols
- maintain general office procedures
- attend Heads of Year meetings and share concerns whilst offering support and advice as necessary
- attend and report to the Health and Safety Committee, and the Special Educational Needs Committee when required
- adhere to Medical Centre policies/guidelines

### **5. Health and Safety**

This will include to:

- have an involvement and awareness of health and safety issues within the School affecting staff, pupils or the environment
- keep records of reported accidents and report to RIDDOR if required

### **6. Liaison**

*Internal*

This will include to:

- work closely with other members of the health centre team, including supporting the role of the School Counsellor, to ensure seamless and continuous care, and with parents, Boarding mistresses and junior boarding staff, Heads of Year and Tutors, the Chaplain, academic staff, and school office staff and all other departments as necessary.

*External*

- School health advisers and other members of the primary health care team including Health Visitors, CAMHS, etc.
- Social services where appropriate.
- Doctors, health centre staff and pharmacy (as appropriate).
- Appointments and admission staff for consultants, orthodontics, dentist and opticians

### **7. General Requirements:**

- Maintain confidentiality in all areas of work at St Mary’s.
- Ensure that your conduct within and outside St Mary’s does not conflict with organisational expectations.
- Observe standards of appearance appropriate to this professional environment.

- Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St Mary's expects all staff to treat others with respect and courtesy.
- Attend staff meetings and training as required.
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Participate in supervision sessions and appraisals with your line manager.

This is an outline job description and may be subject to change, according to the needs of the School, in consultation with the post holder.

### **Person Specification**

#### **Essential criteria**

- **Knowledge/qualifications:** professional nursing qualification - Registered Nurse (RGN) with valid NMC PIN. Knowledge and experience of providing first aid and the care of children with chronic illnesses.
- **Communication:** excellent interpersonal skills and timely and appropriate oral and written communication at all levels with pupils, parents and staff.
- **Sensitivity:** clear empathy and understanding of girls' development and needs and the ability to listen well and understand others' needs and perspectives.
- **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate ongoing training/updating.
- **Teamwork:** a flexible approach to working hours, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- **Organisation:** systematic; efficient; meets agreed priorities.
- **Response to change:** investigative; adaptable; prepared.
- **Technical skill:** good keyboard skills essential.
- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.

#### **Desirable Criteria**

- Clinical track record ideally having A&E or Practice Nurse experience.
- hold a teaching qualification to teach first aid as appropriate to staff.
- Experience with teenage mental health concerns for example eating disorders, depression.
- Experience in paediatrics or working with children or a Specialist Practitioner School Nurse qualification.
- Experience of sports injury care and treatment.
- Teaching qualification.
- Experienced in an educational/institutional environment.

### **Terms and Conditions**

#### **Benefits**

- The salary for this post is £33,675 pro rata. **Actual salary will be £15,509 per annum.**
- 5 weeks holiday plus bank holidays. As this position is term time only, holidays cannot be taken during school term, so instead the equivalent will be added to your salary.
- Contributory pension scheme
- Fee remission of 33 % for staff (pro rata for part time staff) with a daughter at School. This is in accordance with the School's policy which may be subject to change
- Free school lunch

- Cycle to work scheme
- Child care voucher scheme

### **Applications**

If you feel that you can meet these requirements, then please submit a letter the St Mary's School application form (please note that we do not accept CV's) which can be located on the vacancies page of our website.

The closing date for applications is **Monday 18 June 2018**

**We will review applications on receipt. Suitable candidates will be interviewed on a mutually convenient date before the closing date or shortly after, we therefore advise early submission. St Mary's School Cambridge reserves the right to withdraw the position if an appointment is made before the closing date.**

We are all members of one community and must therefore endeavour, always, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests, and talents are recognised, nurtured, and celebrated. We pride ourselves on our academic standards, extra-curricular provision, and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes, and professional behaviours.

You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The five outcomes of the Every Child Matters Agenda are central to the way you carry out your responsibilities – these are developing students' awareness of:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

### **Child Welfare and Child Protection Issues**

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.