

**JOB DESCRIPTION – School Nurse**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | School Nurse |
| Overview | This wonderful opportunity has arisen to join our international, vibrant and caring community in the heart of Oxford.  St Clare’s specialises in teaching the IB Diploma, University Foundation, Gap Year academic courses, and short Summer courses for Juniors, Teenagers and Adults. |
| Purpose of Role | To ensure a high standard of medical care and significant contribution to the wellbeing of students is provided throughout the school.  To ensure the provision of high-quality nursing care, health advice and welfare support to students and other members of the school community.  Oversee the strategic development of the medical centre, in line with recommended best practice guidelines and plan, deliver and evaluate nursing interventions. |
| Reporting Structure | This role reports to the Vice Principal, Pastoral |
| Key Responsibilities | **Managerial**   * Work closely with senior managers to ensure best practice guidelines are adhered to in relation to nursing and medical care throughout the school * Ensure relevant professional codes of conduct are adhered to * Keep up to date with relevant professional developments and ensure information is disseminated to the medical team * Develop and maintain systems and processes to ensure a high quality of nursing and medical care for all students * Ensure that codes of confidentiality are adhered to * Plan, deliver and evaluate appropriate policies and protocols and to ensure relevant staff understand these procedures * Assist with the recruitment of new medical staff if required * Maintain registration with the NMC and ensure that nursing registrations are maintained for all members of the nursing team * Be responsible for the Medical Centre budget * Attend the Welfare Meetings and any other meetings as reasonably requested by the Bursar, Vice Principals or other senior managers   **NURSING**   * Provide a high standard of service within NMC guidelines to students, members of staff and any visitors while on site. * Ensure that other members of the medical team are aware of and understand nursing guidelines and school policies and procedures * Organise and run Nurture Group sessions * Ensure care plans are developed and written for students requiring them, in liaison with students, parents and boarding house staff * Provide immediate and ongoing medical treatment as necessary * Provide continuing care for students with chronic medical conditions in consultation with their medical advisors * Provide a responsive ‘call out’ service for all emergencies within the College and request emergency services where appropriate * Provide first aid and emergency care and treatment as necessary * Ensure the medical team maintain and check first aid boxes for trips and activities prior to the end of each term * Arrange a schedule of vaccination dates and timetables * Follow relevant procedures for safe disposal of clinical waste and safe storage, usage and disposal of medical supplies and drugs * Liaise with boarding house staff regarding medical needs of boarders and organising a Health Education Talk in the boarding houses if necessary. * Promote health education throughout the school, keep up-to-date with current healthy lifestyle initiatives and assist with training session for staff as appropriate * Arrange and undertake training for Boarding Staff * Maintain medical records accurately, confidentially and safely and ensure that other members of the medical team are aware of and follow obligations in this regard * Record the dispensing of drugs following drug protocols * Assist with school medical examinations and other surveillance audits, as and when required * Assist with any other duties to ensure the smooth running of the School, as required by the Vice Principal Pastoral. * You may also be required to undertake such other comparable duties as the College requires from time to time. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Permanent (Flexibility to job share would be considered).  This role is term time plus 6 weeks of Summer courses |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Monday to Friday  8:00am – 17:00 with (half an hour unpaid lunch break)  8.5 hours a day |
| Probationary Period | 6 months |
| Notice Period | One academic term |
| Salary / Pay | St Clare’s has its own salary scale. Qualification and experience are taken into account when setting starting salaries.  APTC scale £32,608 - £39,537 per annum (dependent on relevant skills and experience) |
| Holidays | 28 days paid annual leave (inclusive of normal public holidays), plus time between Christmas and New Year when the College is closed. Holiday must be taken outside of term time and the 6 weeks of Summer courses, (typically, the October half term, Christmas, February half term, Easter and Summer vacation periods). Public holidays during term time will be working days. |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free lunch is provided in the College dining hall on working days and when students are in residence.  Tea and coffee available throughout the day. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * Registered Nurse, Level 1 qualification with relevant post registration experience **(E)** * HSE First Aid Certificate **(E)** * School Nurse qualification certificates |
| Knowledge, skills and experience | * Experience of supervising or managing other staff **(E)** * Knowledge and experience of providing first aid **(E)** * Knowledge and experience of providing care for children with chronic and minor illnesses **(E)** * Experience of School Nursing/Further Education Nursing Knowledge and understanding of sports injuries **(E)** * Knowledge and understanding of health and safety issues **(E)** * Proficient user of Microsoft Word, Power Point, Microsoft Forms, Outlook and Excel Application form, Management Information systems and references **(E)** |
| Personal skills and attributes | * Pro-active and forward thinking * Used to reviewing best practice and updating procedures to reflect changes appropriately * Able to work well under pressure, remain calm and use own initiative * Demonstrates excellent time management and organisational skills * Strong communication skills, able to interact well with a wide variety of people * Team player with highly developed collaboration and communication skills and supportive and caring attitude towards colleagues, students, parents, staff and St Clare’s community * Able to motivate others and act as a role model to a team * Approachable and positive * Committed to continuous self-development and willing to attend appropriate training and meetings * Ability to be flexible, to meet the needs of the school |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | Satisfactory completion of a health questionnaire. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | This role will close once a suitable applicant is appointed |