



MALVERN ST JAMES

Girls' School

SCHOOL NURSE

Fixed term (1yr maternity cover)

30hrs per week

Term Time only

Flexible working hours to include some overnights and weekends



MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire. Only two hours from London and one hour from Birmingham, the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development, and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character, and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly, and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk

JOB DESCRIPTION

JOB TITLE: School Nurse

SALARY: £30k FTE pro rata

HOURS OF DUTY: 30hrs per week on a shift pattern covering days, nights/overnights, and weekends.

RESPONSIBLE TO: The Headmistress, via the Director of Pastoral Care

RESPONSIBLE FOR: N/A

JOB SUMMARY:

To work within a small team of nurses and with the School Medical Officer, based in the School Health and Wellbeing Centre, providing a 24 hour nursing service, giving round the clock care to day pupils and boarders (4 – 18 years old) attending Malvern St James.

When on duty, the School Nurse works alone. She may be required to admit girls and care for girls during the sleeping hours.

The work includes assessing and admitting girls to the Health and Wellbeing Centre who need to be removed from school due to ill health; working alongside the School Medical Officer during morning surgery and operating the daily nurse triage clinic; assessing girls attending the Health and Wellbeing Centre on a 'drop-in' basis and administering medicines (according to group direction), first aid and appropriate advice.

To provide pastoral care alongside other members of pastoral and academic staff, as relevant. To girls who could benefit from a referral to a qualified counsellor or other therapist.

As a School Nurse you will be expected to use a child-centred approach to work with individuals and encourage responsible attitudes towards health.

To promote health and partake in the PSHEEC programme within school, providing health education in the classroom setting.

To observe confidentiality at all times according to NMC guidelines and provide opportunity for discussion regarding issues of a confidential nature.

CLINICAL PRACTICE

To work closely with the Director of Pastoral Care and other team members, as well as being able to work independently, using initiative.

To develop a rapport with and support individual girls needing nursing/pastoral intervention on an ad-hoc or regular basis.

When it is in an individual girl's interest and with their permission, to liaise with other members of staff and outside agencies, in accordance with a multi-disciplinary approach. To communicate with parents when necessary.

ADDITIONAL CLINICAL RESPONSIBILITIES

To be involved in childhood vaccination and travel clinics. Assist in the administration of vaccination clinics. Maintain computerised records.

Participate in routine medical examinations and assessments of health status for all new girls to MSJ. Assist in identifying individual needs.

Administer first aid to pupils and staff when needed in the Health Centre or elsewhere on the School Campus.

Identify emergency situations and act according to School procedure and current nursing practice and guidelines.

Assess and treat members of staff attending the Health Centre for health issues.

To provide clinical advice and support for other members of staff; in particular, the Director of Pastoral Care, the Director of Boarding, and the Housemistresses, regarding health needs of individual girls.

PROFESSIONAL RESPONSIBILITIES

Complete accurate documentation and maintain nursing records. Update computer records.

Adhere to the NMC Code of Professional Conduct and be conversant with the scope of professional practice and NMC advisory papers.

Work within policies and procedures of Malvern St James ensuring confidentiality

Always maintain a safe environment within the workplace, including maintenance and safe storage for equipment.

Safe administration and storage of drugs according to group directions and medicine policy.

To attend Safeguarding Training and relevant Inset Days within School, for which advance notice will be given.

To work in accordance with school procedure for the protection of children.

To take responsibility for professional knowledge in accordance with NHS Revalidation.

GENERAL

The work is set to a regular pattern of duty on a fortnightly rota but the job requires a degree of flexibility.

Each nurse must hold a valid First Aid at Work Certificate.

This job description is subject to regular reviews and revisions in the light of the changing needs of the School.

All qualified nurses are held to account by statute for their actions by the NMC.

It is each nurse's responsibility to ensure that they are currently registered with the NMC in accordance with the regulations for the periodic registration of nurses, midwives, and health visitors.

PROTECTION OF CHILDREN

Applicants are advised that in accordance with national and local procedures for the protection of children.

All School staff are expected to:

- a. support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata basis;
- b. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- c. contribute to the School's programme of extra-curricular activities;
- d. support and contribute to the School's responsibility for safeguarding students;
- e. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- f. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- g. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- h. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- i. engage actively in the performance review process;
- j. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- k. undertake other reasonable duties related to the job purpose required from time to time;
- l. adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	Relevant nursing post.e.g. School Nurse, Childrens' Nursing. Previously worked independently within team.	Practice Nurse Health promotion/education experience
QUALIFICATION	RGN/RSCN either on part 8 or 1 of the NMC Register with relevant post-registration experience.	ENB 998 PSHE training
KNOWLEDGE	Child development Adolescent health Health Promotion Child protection	Sexual health School nursing Professional development issues

SKILLS AND ABILITY	Excellent communication and inter-personal skills. Respect for multi-disciplinary approach to care. Empathetic Good use of initiative Computer Skills	Vaccination training
OTHER QUALITIES	Good organisational skills Ability to prioritise Good listening skills To be able to undertake all of the physical requirements of the post and use equipment, according to Health and Safety guidelines.	

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements, and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

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TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, considering previous experience and relative skills and abilities.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Other benefits include:

- **Fee remission**
- **Lunch provided**
- **Access to Massage**
- **Access to Reflexology**