

Alleyn's

ALLEYN'S SCHOOL
Townley Road

Dulwich

London SE22 8SU

Co-educational Excellence

Appointment of Senior School Nurse

Part-Time and Bank roles available

Information for Applicants



CLOSING DATE: N/A

Introduction and School background

Alleyn's is a friendly, caring, academically excellent, independent co-educational school for pupils aged 4-18. Alleyn's was the first major London school to become co-educational over 40 years ago and that philosophy is embedded across all aspects of school life. The Junior School is a member of IAPS, with pupils aged 4-11. The Senior School is an HMC school with pupils aged 11-18.

As one of this country's historic and leading co-educational schools, Alleyn's is highly regarded within the local community, across London and beyond and has a proud and long-standing reputation for offering excellent education to boys and girls. Both staff and pupils take great pride in this reputation. It is a team effort and the commitment from all is evident in the continuing success and progress of the School.

Further details about the School, its activities and resources are available on the website: www.alleyns.org.uk

Responsibilities of the Senior School Nurse

The aim of the Senior School Nurse is to provide medical assistance to pupils and staff as necessary and to be a source of expertise within the School community. As the title implies, the roles are based in the Senior School (yr 7 – 13). At present, the Senior School nursing team numbers four staff working part-time, and we are seeking to expand the role in specific ways.

In particular the Nurse will:

- Provide emergency and urgent medical assistance, and non-urgent medical care to pupils, staff or visitors as necessary;
- Liaise with Junior School Nurse to ensure consistency of care throughout the school;
- Promote health and wellbeing to pupils and staff, working closely with the School Counsellor;
- Provide advice and expert assistance to pupils, staff and SMT as requested;
- Liaise with third parties (such as paramedics) in emergency situations;
- Be proactive with regard to safeguarding and attend regular meetings;
- Be a member of the Safeguarding Committee, liaising with pupils, parents and agencies, such as GPs, CAMHS *etc* as required and agreed with the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads;
- Liaise with the DSL, the Lead School Counsellor, the Chaplain and colleagues with a pastoral responsibility to ensure that a proportionate level of information is shared to ensure the best outcomes for pupils;

- Be a member of committees as appropriate - such as Health and Safety and Pastoral Care Committees;
- Manage the medical room as a school resource. Help to ensure that it is used appropriately;
- Draft and contribute to relevant policies and procedures;
- Complete the annual exercise of setting up all pupil related details on our systems in advance of each new Advent term;
- Maintain pupil records on the School's MIS (SchoolBase);
- Maintain stocks of medical supplies and ensure medical equipment is accessible and in good working order;
- Join the annual Year 7 Buxton trip to support the staff team (two trips featuring three form groups and two nights away);
- Undertake ongoing CPD according to the NMC guidelines and code of professional conduct in order to remain on the register;
- Assist the relevant member of Senior Management in the annual review and update of the School First Aid Policy;
- Assist in the First Aid and other medical training of colleagues. Assist HR in maintaining a record of those who have attended training;
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection;
- Be aware of and act within the School's Health & Safety Policy;
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Bursar, which are within the reasonable capability and responsibility of the Nurse, such as sports day, entrance exam day.

For the right applicant, most likely in the full-time role, there will also be the opportunity to:

- Support the delivery of PSCHE learning in the classroom by providing assistance to teaching staff or by leading on specific subjects.

- Act as the co-ordinator for nursing activities. Sharing information with other nurses and colleagues throughout the School, and being the single point of contact.

Additional remuneration will be provided for applicants who undertake these responsibilities.

Line Management

The Nursing Team is largely self-managing a day to day, but with frequent planned and ad hoc interaction with the DSL, DDSLs, Senior Management and staff from across the School, as well as the groups mentioned above. The Nurses have free access to the Bursar, who is ultimately responsible for Support Staff and the Deputy Head (Personnel & Administration).

The Candidate

The table below sets out the experience, skills and qualities required for this role.

The successful candidate will have the ability to work flexibly, efficiently and with great vigilance. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder maintains a positive attitude. The post holder will be courteous, friendly and approachable, actively encouraging and supporting staff and colleagues.

The successful candidate, if appointed on a full-time basis, may be offered the opportunity to act as a single point of contact as the Nurses' Coordinator for Senior School events, etc. in liaison with the senior leadership team.

Education	Applicants must be an RGN and hold a valid pin.
Experience	At least 2-3 years relevant experience i.e. working with young people or in a school environment. The role holder will have excellent up to date medical knowledge, an understanding of issues faced by young people, including mental health issues, etc. An understanding of data management / data protection practices, and the ability to act with tact, diplomacy and complete discretion are required. Knowledge or experience of safeguarding issues is essential, and experience of working in schools or education is advantageous.
ICT	Good knowledge of administrative ICT - can use e-mail and internet browsers as well as Word, Excel and other standard office software. There will also be a need to quickly gain

	familiarity with software such as is required for the medical profession, CPOMS etc.
CPD	Undertake CPD according to the NMC guidelines and code of professional conduct in order to remain on the register.
Managing Relationships	Ability to assist and work well with colleagues, including managing difficult situations. Able to form and maintain important relationships with parents, visitors and third parties. The role holder will have excellent interpersonal and communication skills with the ability to relate well to a wide range of people with sensitivity, tact and diplomacy.
Ability to work with Children	Ability to assist children with day-to-day specific and general health needs, including the management of medication, allergies, long-term health conditions, etc.
1:1 Oral Communication Skills	Ability to communicate complex or sensitive information. This will include a professional, calm and courteous telephone manner.
Group Oral Communication Skills	Ability to communicate professionally to a group of people.
Written Communication Skills	Ability to draft complex or sensitive e-mails, letters etc to a professional standard. The ability to take responsibility for the storage and processing of sensitive personal information in line the General Data Protection Regulations.
Organisational Skills	The successful candidate will need a systematic approach to tasks and will need to be proactive in planning and prioritising work, using their initiative throughout. Independence and efficiency are key. This role requires the ability to remain calm under pressure and to work to deadlines.
Time keeping & Flexibility	Ability to be punctual and reliable and adapt working hours (with notice) to suit the needs of the School. The role holder will work efficiently to ensure best use of time to meet the demands of their workload. The successful candidate will be expected to support school events and activities during term times in a medical capacity, as listed above.
Attention to detail	The role holder will have an excellent eye for detail and will work to the highest professional standards. Ability to work accurately with data (written / numerical) and report on student data as necessary.
Enthusiasm/Motivation	Enthusiastic and self-motivated, actively seeking to ensure the children's best interests always. Ability to respond calmly in an emergency, be resilient and quick thinking.

Awareness of whole-School Activity	Awareness of activities taking place across the School and the ability to draw links and plan work accordingly, including school trips, sports or other school events, Founder's Day, etc.
Confidentiality & Discretion	An awareness that the role holder's position regularly gives them access to information which cannot be shared externally or internally unless disclosure is required by law or to keep a child or other person safe.
Analytical/Judgement skills	Ability to analyse data or use own judgement to determine the correct course of action.
Problem Solving Skills	Ability to solve problems that may place a child or others at risk, even when an immediate solution is not obvious.
Budget Management	It is desirable that the role holder has some experience of managing budgets. Applicants must have the ability to understand and interpret numerical data accurately.

Arrangements for the Appointment

Applications

Candidates should complete all sections of the enclosed application form which should be submitted together with a completed Equal Opportunities Monitoring Form, full Curriculum Vitae and covering letter (addressed to the Bursar, Stephen Born). The letter should set out whether or not the candidate wishes to apply on a part time or bank basis (and which days the applicant is able to work). Applications without a completed signed declaration on the final page will not be accepted. When completed, all documents should be emailed to hadmin@alleyns.org.uk

Alternatively they can be posted to:

HR Department
 Alleyn's School
 Townley Road
 Dulwich
 London SE22 8SU

Interviews

Interviews will be conducted at the School. This will consist of an interview with relevant colleagues. There will also be an opportunity to meet with other staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Terms and Conditions

This position is offered from October 2021 and confirmation of permanent employment is subject to a 6-month probationary period.

The job is available on a part time basis; exact timings may be flexible, but will be of the order of 10.00 – 5.30 or 8.30 – 2.30, two/three days a week for part time.

The role is term time only + an additional 2 weeks per annum during the school holiday period – usually the summer (with the possibility of paid overtime/additional hours).

The successful applicant will be expected to work on Founder's Day, one Saturday per year in late June or early July, and there are other occasional school events at a weekend, such as Open Day, that also require the role holder's presence.

The salary will be equivalent of £37,290 per annum all year round and will be paid over twelve monthly instalments (pro rata for the part time and Bank positions). **This is roughly equivalent to a nurse who has reached the top of Band 6.** As stated above additional remuneration will be paid to applicants able to carry out one or both of the additional duties.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan provides for matching 5% contributions from the employer and employee and is currently run through Scottish Widows.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and this benefit is subject to tax.

On completion of the required recruitment checks, the post would be available to the successful candidate from September or at the completion of their due term of notice.

Safeguarding

Alleyn's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening. All employees of Alleyn's are required to submit to the checks undertaken by the Disclosure & Barring Service at the enhanced level of disclosure.

Equal Opportunities

Alleyn's welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

January 2022
