

Post: Lead Nurse

Reporting to: Head of Compliance

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

We are seeking to recruit an exceptional and suitably qualified professional to cover the services provided by our Lead Nurse.

The Health and Well-Being Centre

The Centre occupies dedicated space at the centre of the Prior Park College campus. It provides medical, well-being, counselling, and pastoral support services to our student community of over 600, including 150 boarders who make their home at PPC during school terms and some school holidays. The centre has a consulting/treatment room, inpatient facilities, a counselling room, and a relaxation area. The Centre also offers well-being activities and emergency first aid assistance for staff.

Contacts

The post holder can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

The Role

The Lead Nurse (LN) will report directly to and be line managed by the Head of Compliance. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The LN is a non-resident position and plays a key role in the proactive health care provided by the Health and Wellbeing Centre (H&WBC). The post holder will provide all-encompassing, high-quality, and effective health and medical care whilst students are onsite, including during some school holidays. A willingness to work at weekends is essential.

Our School Nurses supervise the H&WBC during advertised opening hours and care for unwell, injured, or distressed individuals and also work with academic and support staff to identify students with any areas of concern. They will also work in partnership with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for students with more complex health needs and specific medical requirements.

The role is based predominantly at Prior Park College and if applicable some time at The Paragon School on days and times to be agreed. Travel to other locations may be required as part of wider Prior Park Schools work.

The key functions of the role are as follows:

- Overall responsibility for safe and efficient running of the H&WBC
- Promotion and development of the H&WBC
- Providing a high quality of care of injuries, illness and welfare issues for students, staff, and others
- Close liaison with the counsellors, Designated Safeguarding Lead, and the wider safeguarding team
- Acting as Nurse Adviser to the Paragon School
- A willingness to contribute to the PSHCE programme for all year groups
- Overseeing and contributing to the provision of additional listening services
- Providing cover for other nursing staff
- Maintaining accurate student medical records
- Arranging the chaperoning of pupils during visits to the school doctor, surgery, A&E, RUH, physio, dentist, etc.
- Compliance with medication, infection control
- Responsibility for the control of medicines, their safe storage and administration
- Arranging vaccination updates, asthma checks, etc.
- Maintaining medical reports, obtaining parental consents, NHS registrations
- Administration of school records, procedures, and medical examinations
- Reporting of accidents and blood spillage
- Stock control
- Writing and updating care and welfare plans for pupils with special medical needs and concerns
- Write and update risk assessments, protocols, and policies

- Ensuring that the standards required by the Independent Schools Inspectorate are maintained and updated as necessary
- Compliance with and reporting on the medical aspects of Health and Safety
- Delivery of First Aid Training to College and Paragon Staff
- Assisting with new staff induction, EpiPen training, blood spillage training, etc.
- In liaison with HR and the Head of Compliance, recruit, train, develop and manage suitable nursing staff and team members
- Responsibility for the H&WBC budget

Line Management

The Lead Nurse has line management responsibility for the H&WBC nursing team and staff.

The tasks listed above are not exhaustive. The post holder may be required to carry out other duties reasonably requested including those, which may arise in relation to Prior Park Schools and any of its constituent schools.

JD Revised September 2023

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with visitors and staff at all levels in a friendly and professional manner.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Qualified RGN/RN Child, registration with the NMC and current PIN • Membership of the Royal College of Nursing or another nursing organisation. 	<ul style="list-style-type: none"> • An up to date First Aid certificate
Experience	<ul style="list-style-type: none"> • Professional experience acquired through degree/diploma supplemented by specialist nursing experience • An ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions. • Proven experience of the operation of administrative systems 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment
Knowledge	<ul style="list-style-type: none"> • Sound working knowledge of admin and office systems • Knowledge and awareness of the importance of confidentiality and data protection 	<ul style="list-style-type: none"> • Experience in other areas of nursing would be advantageous, e.g.: <ul style="list-style-type: none"> ▪ Paediatrics ▪ Accident and Emergency ▪ School Nurse ▪ Adolescent Health

<p>Skills and competences</p>	<ul style="list-style-type: none"> • Excellent written communication skills with the ability to produce high quality documentation • Ability to prioritise workload and at times work under pressure • Ability to follow direction and refer decision to others when appropriate • A good sense of humour • Excellent level of interpersonal skills to enable liaison with staff and external organisations • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships • A flexible attitude towards duties and working patterns to fulfil the requirements of the role 	
	<ul style="list-style-type: none"> • A commitment to the school's ethos, aims and its whole community, and a willingness to uphold the Catholic Christian values of the school 	

Child Protection

Prior Park Educational Trust 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.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the LN can expect to be involved in activities which may require physical exertion. They will be expected to always observe health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.