



GIGGLESWICK SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	School Nurse Term time: 34 weeks per annum which includes INSET Days and 1 week in the School Holiday period.
LOCATION:	Wellbeing Centre, Giggleswick School, North Yorkshire
RESPONSIBLE TO:	Bursar/Wellbeing Centre Coordinator
HOURS OF WORK:	40 hours per week over 34 weeks (0.74 FTE) flexibly to fit with the requirements of the school and this will include some overnight on call and weekend cover. The Wellbeing Centre is open up to 6 days per week during term time. It is open for 22 Saturdays in the academic year and typically open for no more than two consecutive Saturdays (except the final half of the Summer Term). A School Nurse is on duty during the following hours: Monday - Friday The wellbeing centre is opening hours are Monday to Friday, 08:00-16:00 (with 1-hour unpaid lunch) Saturday (when open) 12:00-18:00 (with 1-hour unpaid lunch break)
SALARY:	Competitive salary, dependent upon experience 0.74FTE from Grade C.1 point 18 equating to £26289.96 Grade C.1 point 21 equating to £27856.46 Plus, pension and generous school fee remission.
CLOSING DATE:	Wednesday 31 July 2024, 12:00pm

Giggleswick School seeks to appoint an experienced and qualified School Nurse to join our small, friendly and professional nursing team, which supports our boarding and day pupils.

This is a unique opportunity to join a thriving and supportive boarding school community in the heart of the picturesque Yorkshire Dales.

Employees have free access to a fully equipped gym, squash courts and indoor swimming pool. Free meals are available from the dining hall, when on duty, in term time.

Main duties and responsibilities

Summary of the role

Giggleswick is seeking to appoint a School Nurse to join its small, friendly nursing team in the school's Wellbeing Centre. The Wellbeing Centre is a professional and busy department which from September 2024 will comprise a Wellbeing Coordinator & Healthcare Assistant, and 1 full time nurse, managing the health and welfare of day and boarding pupils.

The Wellbeing Centre consists of bedrooms, treatment rooms, a counselling room and revamped outdoor space. It is also a hub for our School Counsellor and wellbeing support offered to pupils by our nursing and other pastoral staff. It is well resourced, and professional training and development is offered to all our staff along with a competitive remuneration and benefits package.

The nursing team are responsible for the assessment and treatment of minor illness and injuries to the pupils and, in an emergency, staff. They are supported by the Wellbeing Coordinator and boarders are registered at the local GP Surgery, Townhead, in Settle. Nurses are expected to deliver care within the boundaries of the role, focusing on supporting the patients to be healthy, the monitoring of long-term conditions, health prevention and screening activities, and supporting the delivery of policies. The School Nurse will be confident in clinical assessment and the management of common illness and injury. They will be given the opportunity to spend time progressing their clinical skills on a regular basis and opportunities to attend a variety of courses throughout the year with funding for these available, if appropriate.

A commitment to the values and expectations of this boarding community and to the welfare of the pupils is a vital component of the job.

Job Description

Main Duties

- Assess, plan, and implement management plans appropriate to the health needs of those attending the Wellbeing Centre.
- Implement and evaluate individual care plans for students with complex or long-term conditions.
- Prioritise health problems and intervene appropriately to assist pupils and School staff in complex, urgent or emergency situations, including initiation of effective emergency care.
- Promote health education strategies that encourage students to live healthily and apply principles of self-care.
- Deliver sessions on health promotion where appropriate.
- Implement and participate in immunisation programmes for the students using the School IMMS team and guidance from the School Doctor.
- Provide support to the House Matrons, Housemasters/mistresses, as appropriate. This may involve visiting sick pupils in houses or giving appropriate advice on treatment.
- Provide first-aid support at School sports events when required including being pitch-side for sports fixtures.
- Take an active role in audit and research to further improve the provision of healthcare at Giggleswick School.
- Help schedule and support all appointments between the school counsellor, physiotherapist and the pupils.
- To provide nursing care including both clinical and mental health support and treatment.
- Maintain pupil clinical records on NHS and the school's MIS.

Medical and Pastoral Care

- Demonstrate a sensitive communication style, ensuring that patients are fully informed and consent to treatment.
- Liaise fully with colleagues at the beginning and end of each shift to ensure a full handover takes place.
- Liaise with the Wellbeing Coordinator and School Doctors on pupil issues as required.
- Recognise the need for the use of different types of communication methods to ensure that the person can fully understand what is being said.
- Anticipate barriers of communication and take action to overcome them.
- Maintain effective communication with colleagues, House Matrons and Housemasters/mistresses.
- Communicate effectively with parents when required.
- Act as an advocate when representing the pupils' viewpoints to other health care professionals or staff members.

Professional

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC).
- Provide accurate records and complete records of patient consultations and drug administration consistent with legislation, policies, and procedures.
- Prioritise, organise, and manage own workload in a manner that maintains and promotes quality.
- Deliver care according to the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care.
- Evaluate the patients' response to healthcare provision and the effectiveness of care.
- Promote and safeguard the welfare of children and young persons for whom they are responsible; understand and apply national and the School's Safeguarding Policy that supports the identification of vulnerable and abused children; and discuss urgently any concerns with the Wellbeing Coordinator when required and the Designated Safeguarding Lead.
- Support the Wellbeing Centre Coordinator to ensure medical records are kept accurately and safely, electronically, using iSAMS.
- Ensure all personal data is processed in line with General Data Protection Regulations (GDPR).

Risk Management

- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, and guidelines.
- Ensure the safe storage, rotation and disposal of all medication is undertaken.
- Document controlled drugs according to legal requirement.
- Undertake mandatory and statutory training.
- Apply infection-control measures in the Wellbeing Centre according to local and national guidelines.

Other

- Other tasks may develop and been added to this role, following suitable training and subject to time available.
- Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the Manager and member of staff and may be reviewed annually.

OTHER INFORMATION

SCHOOL NURSE

Safeguarding of Children

Safeguarding the welfare of its pupils is of the highest priority at Giggleswick. Every employee of the school has a responsibility to:

- Protect pupils from abuse.
- Be aware of the School's safeguarding procedures.
- Know how to access and implement the required procedures.
- Keep a sufficient record of any significant complaint, conversation or event.
- Report any matters of concern to the Designated Safeguarding Lead.
- Attend annual in-service training provided by the School.

Transport

Use of the appointee's own car, with prior approval for any occasional business usage, will be covered by the School's insurance and any mileage expenses will be reimbursed at the prevailing rate. Formal legal documents of the vehicle must be seen by the School to ensure that the vehicle is road worthy. DVLA licence checks will also be carried out. Full Clean driving licence required.

Hours of Work

This will include a mixture of weekday and weekend shift work to be agreed with the Wellbeing Centre Coordinator, who organises the team's rota. The Wellbeing Centre is open from 0800-1700 on Mondays to Fridays and 0800-1800 on some Saturdays during term time.

Holidays

School Nurses enjoy normal school holidays, except one week during the summer holidays. This is to support the International Welcome camp during the last week of the summer holidays. INSET days are considered to be part of the term time and these will include attendance at relevant boarding and pastoral INSET and staff meetings.

Person specification		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • At least Band 4 NMC registered RGN/RN(C). • Knowledge and experience of providing first aid. • Willingness to further develop and undertake professional training and development. • Valid NMC registration PIN. 	<ul style="list-style-type: none"> • Relevant qualifications in medical or welfare related roles would be desirable but are not essential. • Experience in the care of young people. • FAWW qualification. • Safeguarding Level 3 qualification.
Values/Personal Qualities	<ul style="list-style-type: none"> • Resilient and able to cope with the pressures of working within a busy school medical centre. • Excellent communication skills, able to produce clear, concise and timely oral and written communications. • Drive, commitment and enthusiasm. • Sensitive to the concerns of others. • Have energy, enthusiasm and a good sense of humour. • Be reliable, honest and discreet. • Be efficient and well-organised. • Be flexible in their approach; able to work well with others and take initiative where necessary. • Ability to maintain confidentiality and privacy of School and Pupil matters. • Empathy with young people (up to 18 years old). 	Ability to work both alone and as part of a team.
Experience & Knowledge	<ul style="list-style-type: none"> • Ability to work using own initiative and as part of a team. • Proactive approach to work. 	<ul style="list-style-type: none"> • Experience of working as a School Nurse, in paediatric childcare or community nursing. • Knowledge and understanding of sports injuries. • Knowledge of health promotion, particularly in young people. • Experience of working with young people between the ages of 7 to 18.
Skills	<ul style="list-style-type: none"> • Excellent attention to detail. • Computer Literate. • Have a full clean driving licence. 	<ul style="list-style-type: none"> • Proficiency in MS Office: Outlook, Word, and MS Teams. • Experience of using iSAMS and CPOMS.

Probation Period

The first six months of employment will be probationary. The probationary period may be extended at the School's discretion.

Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety Policy.

Equal Opportunities Employer

We are an equal opportunities employer and are seeking applications from suitable candidates from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or socio-economic background.

If you have any queries about the application process or any problem with submitting your application online, the HR Team will be happy to help. Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on hr@giggleswick.org.uk so we can adjust accordingly.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Human Resources on 01729 893016 or hr@giggleswick.org.uk

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks.

If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.

Giggleswick School expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times.

If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or to the Head.

School Values

Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.