



## JERUDONG INTERNATIONAL SCHOOL

### LEAD SCHOOL NURSE

JIS Health Centre provides a holistic comprehensive, nurse-led service for students, staff and members of the wider JIS community. The lead school nurse collaborates closely with the senior management team regarding service provision, school-wide initiatives, and serves as a consultant on any health-related matters affecting the school and broader community.

The lead school nurse will work with a team of 2 other registered nurses in the Health Centre, along with 5 Matron staff in the boarding houses. They will develop and provide appropriate professional development opportunities and conduct appraisals of team members.

The Health Centre is equipped to enable nursing staff to practise a full school nurse role, including but not limited to the assessment and management of illness and injury, chronic condition management, health promotion, health screening and immunisation provision, first aid provision, support for the PSHE curriculum, and collaboration with pastoral, teaching, and counselling team members at JIS and within the wider community. Additionally, they will serve as a link between external health providers and students and families.

Previous overseas experience is not essential. However, the desire to work in a genuinely international community is. Jerudong International School is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of any of the protected characteristics of the 2010 UK Equality Act.

To apply, please complete the application form on the TES website, where you will also find further details of the post. You will need to upload an up-to-date CV on the TES application. Please ensure your CV includes a recent photo and full contact details, including email address, of two professional referees (one should be the applicant's current and most recent employer). CVs without an accompanying application form will not be accepted. Applicants submitting an incomplete application form will not be shortlisted.

The closing date for applications is **Saturday, 30<sup>th</sup> November 2024**, although early applications would be most appreciated. Initial interviews will be by Google Meet or Zoom, followed by face-to-face interviews in London, where location permits.

Applicants who have not been contacted by **Friday, 13<sup>th</sup> December 2024**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.

The successful applicant must be available to commence employment in **August 2025**.

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## Jerudong International School (Brunei)

- One of the leading International Schools in Asia; situated in Brunei, on the tropical island of Borneo.
- Independent Boarding/Day School, with over 1600 students on roll, aged 2-18 (6th Form of c350).
- Exceptional facilities and resources, with a beautiful 120-acre campus.
- Member of HMC, BSA, FOBISIA and COBIS.
- British Curriculum, leading to (I)GCSEs, A-Levels and IB Diploma.
- Highly competitive tax-free Salary (+ package including Gratuity, Accommodation, Relocation Allowance, Medical Insurance, Annual Flight home, and discounted school fees for children).
- c175 Expatriate teachers, mainly from the UK, Australia and New Zealand. Initial two year contracts, but the vast majority stay much longer than that. Currently, over 100 staff children attend JIS.

## Safer Recruitment

The safe recruitment of all colleagues (including consultants/ contractors/ supply teachers, activity providers and volunteers) in schools is the first step to safeguarding and promoting the welfare of children in education.

At Jerudong International School, we ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.

As part of the safe recruitment procedure, we will require the following information prior to starting work at JIS:

- Up-to-date police records from a teacher's country of origin and previous country of employment.
- Two references, one of which must be from the current employer. If a teacher has worked in two or more schools, within 5 years, telephone contact will be made with those schools to ask why the teacher is leaving and if there were any concerns of a safety nature with children.
- Please be aware that applicants may be subject to a social media and online search.

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## JOB DESCRIPTION

<b>Position:</b>	Lead School Nurse
<b>Accountable to:</b>	Head of Junior School (Vice Principal) & Designated Safeguarding Lead
<b>Responsible for:</b>	School Nurses and Matrons in the Boarding Houses

### GENERAL STATEMENT OF RESPONSIBILITIES

#### Mission

At Jerudong International School (JIS), we challenge ourselves, respect others and inspire positive change. We develop our school through holistic school improvement in four interlinked key areas - Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within the school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

**CHALLENGE** : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

**RESPECT** : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

**INSPIRE** : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all teachers to demonstrate these values themselves, with colleagues and with the students.

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# JERUDONG INTERNATIONAL SCHOOL

## Role Overview

The lead school nurse will ensure that the health centre delivers high-quality, holistic health care services to students and staff, responding effectively to medical queries and situations as they arise. They will oversee the smooth management of the health centre through efficient administration and effective communication with relevant stakeholders. The lead school nurse will also manage and motivate the nursing team while promoting a caring, confidential, and inclusive approach throughout the community.

The lead school nurse holds overarching responsibility for the day-to-day operations of the health centre and for strategic planning related to service provision within the school. They will collaborate with key members of various medical providers in the community on clinical matters and monitor health provision throughout the school.

This job description reflects the core activities of this role but may change as the position develops. The school expects the post holder to recognise the need for evaluation and development and to adopt a flexible, growth-oriented approach to their work.

## Key Responsibilities

### Organisation

- Ensure the health centre runs smoothly and provides high quality healthcare to students, staff, and the wider community.
- Manage the health centre in alignment with the aims and objectives agreed upon with the school.
- Organise the nursing rota and arrange cover as necessary.
- Plan and coordinate school-wide activities with the public health team (Health Screening and immunisation provision).
- Arrange and chair health centre and boarding house meetings, delegating members of the health centre team to participate in other school-wide health-related committees, such as the wellbeing team, health and safety team, mental health support team, and health promotion team.

### Staff Management

- Line-manage the health centre nurses.
- Oversee the health-related aspects of the Boarding Matrons' roles alongside the Head of Boarding.
- Ensure the recruitment and retention of the best personnel (nurses and support staff) in collaboration with the Senior Leadership Team and Human Resources.
- Provide management and support for health-related matters in the boarding house, working alongside the matrons there.
- Promote positive relations and morale among staff.
- Review job descriptions and conduct regular appraisals of staff in line with school policies.
- Ensure the provision of induction for new staff, which may involve delivering various aspects of the induction process.
- Liaise with the Vice Principal and Human Resources regarding disciplinary issues, welfare concerns, or grievances.

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- Promote, plan, and facilitate continuing professional development within the health centre and boarding houses, ensuring the team remains highly motivated and multi-skilled.
- Maintain an appropriate level of training in all areas of practice to ensure the retention of valid nursing registration with both the nurses' home country and Brunei Darussalam, in compliance with legal requirements dictated by these boards.

### Policies and protocols

- Establish, implement, and review health centre policies and protocols in conjunction with other members of the health provision team, including counsellors, the child protection team, and the senior management team. This process should take into account the legislative requirements of Brunei Darussalam and other governing bodies involved in the accreditation and audits of JIS (e.g., FOBISIA, ISO 9001).
- Ensure full compliance with the school's safeguarding and child protection policies, as well as current statutory legislation and guidance.

### Medical Records

- Ensure medical records are kept accurately and safely in hard copy and/or electronically using the various methods available at the school. For example, this includes bespoke log lists from the health centre and boarding house, as well as systems like SIMS, MY CONCERN, OPEN APPLY, and hard copies of admission health data.
- Ensure all personal data is processed in line with the Data Protection Act and General Data Protection Regulation (GDPR).
- Coordinate the creation, review, and sharing of independent health care plans in an appropriate and timely manner, at least annually or as needed.
- Review medical-related documentation sent to parents.

### Houses

- Ensure house teams and teachers are updated on students' consultations at the health centre.
- Maintain effective lines of communication regarding all medical matters.
- Communicate directly with parents about medical matters as necessary.
- Monitor, encourage, and support the role of nurses and matrons in health promotion throughout the school.
- Contribute to matrons' appraisals.
- Ensure the standard of equipment and healthcare facilities is maintained.
- Meet with housemasters as needed to discuss wider community issues as well as individual student needs.

### Communication

- Establish and maintain strong lines of communication across the entire school.
- Liaise with members of the Senior Leadership Team, Pastoral Lead, and Counselling Team regarding pastoral matters and operational issues (bi-weekly meetings).
- Coordinate with external providers of physical, sports, psychological, social, and alternative health services on medical concerns for students or staff as needed.

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- Work with the Director of Enrichment, Head of Department for Physical Education, and Co-Curricular Lead regarding first aid and medical coverage for activities both on and off-site.
- Engage with any other external support agencies as necessary (e.g., communicable diseases team, public health team, health promotion team, women and children's agency, etc.).

### Health Education

- Keep up to date with current health promotion initiatives.
- Promote health education throughout the school.
- Provide confidential health related counselling and advice as required.
- Liaise with PSHE coordinators and support the school's PSHE education curriculum.
- Provide First Aid certification to staff.

### Preventative Health Care

- Monitor and ensure compliance with immunisation practices for students in line with Brunei's public health recommendations.
- Ensure compliance with procedures for infectious disease control in conjunction with the Senior Management Team, following the Ministry of Health Brunei's guidelines.
- Monitor the policy and practise for the safe disposal of clinical waste throughout the school.

### Health and Safety

- Ensure health centre practices align with school-wide health and safety policies.
- Maintain and stock first aid kits for on-site use and trips.
- Monitor and maintain Automated External Defibrillators (AEDs) on-site.
- Oversee the safe storage, usage, and disposal of medical supplies and medications.

### Reporting

- Collate health centre data and provide at least an annual report to the senior management team.
- Prepare customised reports for any medical or health concerns that arise during the school year, which may include school-wide initiatives or individual health needs of students.

### Budget

- In collaboration with the senior management team, as well as the accounts and purchasing teams, ensure that the health centre operates within budgetary constraints and that any shortfalls or overspending are communicated in a timely manner.

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## Child Protection and Safeguarding

- Serve as part of the Child Protection Team in a Designated Safety Lead role.
- Ensure that all staff directly line-managed by this role are up to date with and adhere to all Child Protection policies and procedures of the school.
- Act as an advocate for both staff and students, ensuring timely reporting of any actual or potential risks.

## Working Hours

40 hours per week, following one of two rotating rosters

Monday - Thursday                      7.00am - 4.30pm                      OR                      8.30am - 5.45pm

Friday    7.00am - 11.45am                      OR                      11.45am - 5.30pm (break 12noon - 2.00pm)

- You may be required to work on occasional weekends for major school events.
- Work during term time typically consists of 38 weeks per year.
- You should be available as needed one week before the beginning of Term 1 during the summer break and one week before Term 2 during the Christmas break.

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### PERSON SPECIFICATION FOR THE ROLE OF LEAD SCHOOL NURSE

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Bachelor Level (or higher) Qualification in Nursing or Health Sciences</li> <li>● Nursing registration with current practising certificate on a statutory register in home country</li> <li>● Evidence of continued and recent Professional Development and Training</li> <li>● Current First Aid at Work Certificate or equivalent</li> <li>● Certified First Aid Instructor or willingness to complete first aid instruction course with Nuco Plus (or equivalent provider) prior to commencement of post</li> </ul>	<ul style="list-style-type: none"> <li>● Management qualification</li> <li>● Child Protection and Safeguarding qualification (Level 2 or 3)</li> <li>● Advanced certificate/Post Graduate Certificate specific to school nursing</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● A minimum of 2 years in a leadership or management position</li> <li>● A minimum of 2 years post graduate Nursing experience</li> <li>● Experience working in a multidisciplinary team</li> <li>● Experience working in a nursing role with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in leading a multicultural team</li> <li>● Significant experience working in a school nursing service</li> <li>● Experience managing safeguarding and supervision</li> <li>● Experience working in a boarding environment</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>● Excellent team management skills</li> <li>● Excellent written and oral communication skills with the ability to communicate with sensitivity and authority to pupils, parents and staff</li> <li>● Excellent organisational and administrative skills</li> <li>● Excellent IT skills (both google and microsoft)</li> <li>● Drivers Licence</li> <li>● Ability to deliver health education and relevant training to colleagues, students and the wider community</li> <li>● Proven ability to work on own initiative and make sound clinical decisions independently</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to communicate in additional languages common of the school population (Malay, Mandarin, Tagalog)</li> <li>● IT exposure to SIMS, My Concern, Firefly, Open Apply</li> </ul>

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<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>● A proven track record of building and maintaining appropriate and effective working relationships with colleagues and other stakeholders</li> <li>● Commitment safeguarding children and young people</li> <li>● Commitment to providing a professional and caring service to young people and their families</li> <li>● Commitment to professional development in both health (nursing) and education</li> <li>● Willingness to commit to the Jerudong International School's aims and value and be involved in all aspects of the Jerudong International School Community</li> <li>● Commitment to equality, diversity and inclusion and understanding how this applies to the role and health centre service</li> <li>● Professional and Personally Resilient</li> <li>● Calm, Patient, Flexible, Proactive</li> <li>● Excellent interpersonal, management and motivational skills</li> <li>● Invested in the process of quality improvement</li> </ul>	
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