



## Shebbear College, Devon

# School Nurse – Term Time only

## Two part-time positions

Shebbear College is seeking to recruit two enthusiastic and experienced part time School Nurses. This is an excellent opportunity to join one of the county's leading independent schools for pupils aged 3-18. We have approximately 350 pupils. Shebbear College is situated in over 85 acres of stunning grounds and is situated in North Devon approximately 30 minutes east of Bude and 30 minutes south of Bideford. Inspiring pupils to succeed in the classroom and beyond, we offer excellent facilities and deliver high academic standards.

### **Key purpose of the Job:**

- To provide a clinically effective, high-quality service of nursing and pastoral care to pupils and first aid care to all members of the school community.
- To promote the health of school children in aspects of physical, psychological and emotional health.

### **Main duties and responsibilities:**

- As the School Nurse you will ensure we are fully compliant with the ISI, Boarding and UK health and Safety regulation with regard to Health Care and Provision.
- Work closely with the Boarding Compliance Manager, Heads of Boarding Houses and Heads of Schools.
- Adhere to the NMC Code of Professional Conduct and be conversant with The Scope of Professional Practice and other NMC advisory papers.
- Maintain NMC Registered Nurse Status and adhere to the requirements of PREP and revalidation.
- Provide day to day medical care for children and employees of the school during the hours of the school day and provide on call cover at weekends (on a rotation basis).
- Support fixtures/home matches during the school week, this includes Saturdays.
- To identify and appraise the health needs of pupils through formal and informal assessment, in order to decrease preventable causes of ill health and provide best practice care for children's specific health needs when in school.
- To be a positive influence towards good health in school.
- Contribute to the safeguarding of children identified to be "at risk" in collaboration with the dedicated lead for child protection.
- Respect confidentiality and abide by the NMC Code of Conduct in relation to disclosure of sensitive information and safe storage of medical records held within the department.
- To be responsible for all first aid equipment and replenishment of stock.
- To ensure pupil health records are accurate and up to date including Pupil Care Plans and provide staff training in relation to administration of medicines and medical health and safety issues.
- Maintain lines of communication with other members of staff and parents regarding the welfare and progress of pupils.
- Organise boarding pupil GP and dental registration.



- Liaise with the School Doctor.
- To ensure the school is correctly resourced at all times for medical needs and to take responsibility for the managing and updating of medical policies and procedures.
- Keep up to date with current health promotion initiatives.
- Maintain safe storage, usage and disposal of medical drugs and supplies.
- To implement clear lines of communication with the Deputy Head with regular email reports and weekly meetings.
- To immediately make the Deputy Head aware of any emergency situations.
- To provide any other reasonable duties as may be required from time to time by the Deputy Head and Headmaster.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Maintain safe storage, usage and disposal of medical drugs and supplies.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Make best use of the School Database.
- Complete risk assessments as necessary.
- Attend Health and Safety sub-committee meetings.
- Keep records of reported accidents.

#### **Qualifications and Experience:**

- RGN (must be registered with NMC)
- First Aid/sports Injury certificates would be an advantage
- The successful candidate will provide appropriate and outstanding care, in both routine and emergency cases in accordance with NMC & NICE Guidelines with the responsible for contributing to Pastoral Care, counselling and liaising with school staff and parents plus keeping accurate records.
- Experienced in the care of young people including those with chronic illnesses.
- Experience of working in a School would be desirable.

#### **Key skills:**

- Basic IT skills (Microsoft office), familiar with using a database.
- Excellent written and verbal communication skills at all levels.
- Experience of working with young people
- Excellent interpersonal skills.
- Good organisation and administration skills.
- Sensitivity and Empathy.
- Ability to cope calmly and effectively with emergencies when they arise.
- Self-motivated.
- Good team player, cooperative and helpful and flexible

#### **Other**

- Physically able to undertake all the physical requirements of the post and use equipment according to health and safety guidelines.

**Working Hours:**

Permanent part time roles

8am – 5.30pm Monday to Friday (split to be determined) with a Saturday sports fixture and weekend on call rotation.

**Salary:**

Competitive and dependent on skills and experience.

**APPLICATION PROCESS**

To apply, please complete the application form available on the School website (please ensure that your referees include your current or most recent employer) and send with covering letter and CV to:

Mrs Andrea Stairs  
Human Resources Manager  
Shebbear College  
Shebbear  
Devon  
EX21 5HJ  
Email: [astairs@shebbearcollege.co.uk](mailto:astairs@shebbearcollege.co.uk)

Further details about the College and an Application Form are available at [www.shebbearcollege.co.uk/jobs](http://www.shebbearcollege.co.uk/jobs)

**Closing date: Monday 30<sup>th</sup> January 2017**

Interviews are expected to be held at Shebbear in the week beginning **Monday 30<sup>th</sup> January 2017**, but can be conducted earlier if needed. References will be taken prior to interview.

Shebbear College is committed to safeguarding and promoting the welfare of children. An enhanced Disclosure Barring Service clearance will be undertaken by the School.