

Information for Applicants

School Nurse



About Heath Mount

Heath Mount is a leading IAPS day and boarding Preparatory School with over 490 pupils aged 3 to 13. Established in 1817 our school is a vibrant and forward thinking co-educational environment, valuing traditions of the past whilst embracing the very best of modern education. Heath Mount is located within the stunning Woodhall Estate in Hertfordshire.

Set in acres of woodland, we benefit from our own beautiful forest school and an all-weather astro turf. The spacious central plateau houses rugby, football and cricket pitches, netball courts and our pavilion and medical centre.

We have a well-equipped gymnasium, and our swimming pool offers the best of both worlds, with a retractable roof giving shelter in the winter and outdoor swimming in the warmer summer months, so our children really do have the opportunity to enjoy sport all year round.

Our three form entry Pre-Prep occupies a dedicated building and has its own library, ITC suite, music room and hall in addition to an inspiring and adventurous outdoor playground. Pre-Prep children also use many of the Prep School's facilities, such as the sports hall, astroturf, swimming pool, pottery room, music rooms and the Chapel. Inside, all classrooms are equipped with the latest interactive technology.

In September 2016, our new state-of-the-art classroom block for the Lower School (Year 3 and 4 pupils) opened. In June 2017 we opened our purpose-built Performing Arts Centre.

The School puts excellent pastoral care and the wellbeing of all pupils at the heart of school life. To that end, the School has a Head of Wellbeing, a full-time School Counsellor, a medical team and a nurture dog. The School was the winner of the BSA's Mental Health and Wellbeing Initiative Award in 2018.

Safeguarding

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSP or to the Headmaster.

School Nurse

Responsible to: Deputy Head (pastoral and Designated Safeguarding Lead)

Job Description

An exciting opportunity has arisen for a nurse to join our medical team on a part-time basis. The successful applicant will provide the highest possible quality of medical and welfare care for all pupils at the School. Our medical team have two main functions: supporting pupils' health and wellbeing so that all pupils can fully participate in school life and; providing first aid to members of the school community. In both areas, the medical team strive to develop and maintain positive and mutually supportive relationships with parents / guardians and with staff across the school. Reporting to the Deputy Head (pastoral) the successful applicant would be part of a wider wellbeing team, liaising closely with the boarding teams and other staff on all areas of welfare.

Responsibilities and Duties

Management / professional:

- Adhere to the NMC code of professional conduct for nurses.
- Use evidence based practice to develop and maintain a high quality of nursing care to pupils.
- Ensure that a code of confidentiality and applicable policies, in particular the safeguarding policy, is adhered to.

Supervision and Provision of Healthcare:

To provide a high standard of services within NMC guidelines to pupils, staff and visitors while on site. This will include:

- The Management and oversight of the medical and welfare care for all pupils at the School, including Individual Medical Plans and Pupil Emergency Evacuation Plans, proactively distributing relevant information to staff. Assessing day-to-day injuries and illness/sporting injuries and treating these in accordance with best practice/current health care guidelines, advising parents/guardians on appropriate treatment and referring to other services e.g. minor injuries/GP/A&E/999 when required.
- The provision of excellent wound care, using safe and clean infection control procedures.
- Administering medication as appropriate and according to School policy.
- Development of health care plans where appropriate, making these available to staff on a 'need to know' basis.
- providing support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities.
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- Working closely with the Head of Boarding, discussing and resolving any issues concerning pupils' medical care and welfare.
- Maintaining level three safeguarding training and acting in accordance with both professional responsibility and the school's safeguarding policies in recording and reporting concerns
- Regularly meeting and communicating with the Deputy Head (Pastoral and Designated Safeguarding Lead), wellbeing team and other senior pastoral staff, sharing information when appropriate and safe to do so
- Providing general advice and training for staff for the initial care of pupils with particular medical needs.

- To ensure excellent organisation, safe storage and use of drug supplies within school, working within the school's medicines management policy.
- Coordinating immunisation programmes by: liaising with local health authorities; arranging and managing communications with regard to consent; maintaining secure records where appropriate.

Health Centre Administration:

- Verify, update and distribute as necessary medical information about pupils, collating information and consents from parents about new children joining the school and update records with new information when appropriate.
- Ensure clear and updated records, and individual Medical plans (where required) are held on the School Management Information System (MIS).
- Maintain confidentiality at all times, record events as soon as practicable after they have occurred, onto the School's MIS.
- To respond to emails rapidly and professionally, reassuring parents of the quality care that the pupils receive.
- Ensure that medical and healthcare policies and procedures are reviewed annually and be pro-active in developing new ones, keeping up-to-date with national changes.
- Be involved in periodic checking of first aid kits throughout school, other emergency equipment, replenishing kits, stock takes when required.
- Supply first aid kits to staff for all visits out of school, including relevant medication

Health and Safety:

- Be a member of the School's Health and Safety Committee and have an involvement and awareness of health and safety issues within the school affecting staff, pupils or the environment.
- To provide a termly report to the Health and Safety Committee on accidents and incidents. To ensure the Bursar is aware of any accidents that require RIDDOR reporting and keep records of any incidents at school.
- To work with the Bursar to carry out regular risk assessments in the medical centre and with regards to first aid provision as necessary.

Healthcare Promotion and Education:

- To promote healthy living throughout the school in liaison with Deputy Head Pastoral, leading health talks with year groups, taking assemblies and visiting PHSEE lessons when requested.
- Ensure that the matron and house-parents have the appropriate training, routines and standards to offer the highest standard of care, and are equipped to deputise effectively when the School Nurse is off duty.
- Take an active role in the training of school staff in cases of health care and medical issues, speaking in staff meetings or at INSET, and providing training (including first aid training) on a one-to one or group basis when necessary.
- Regularly review current practice and what is best practice and come up with solutions to improve the quality of care, also working with the Head of Boarding to ensure the school meets and exceeds the Boarding Schools National Minimum Standards.

General:

- Providing cover for sports fixtures, games sessions and other events as required.

- Carrying out other duties within the potholder’s capabilities as may be reasonably requested from time to time.

Person Specification:

	Essential	Desirable
Education/Qualifications		
➤ Registered General Nurse with up to date registration with the Nursing and Midwifery Council	X	
➤ Complete appropriate amount of relevant study days for NMC revalidation.	X	
➤ Specialist Community Public Health Nursing Qualification		X
➤ Recent safeguarding training to level 3 (or willing to do the courses required).	X	
Experience		
➤ Previous experience of working in A&E, with minor injuries or in a school environment	X	
➤ Experience of dealing with young children	X	
➤ Supervisory or management experience, including introducing new initiatives		X
Skills and Aptitudes	Essential	Desirable
➤ a keen interest in health care promotion.	X	
➤ An appreciation of children’s specific needs and a desire to play an active role within the life of the school.	X	
➤ Ability to use excellent nursing assessment skills and evidence based practice when treating injured or sick children	X	
➤ Ability and enthusiasm to keep abreast of new techniques in identified specialist areas	X	
➤ Well organised, able to prioritise work on own initiative	X	
➤ Strong team player and able to manage a team – able to train, develop and motivate team members, sharing knowledge and good practice with all	X	
➤ Excellent communication skills, especially with children, and an ability to build effective working relationships with staff and management at all levels	X	

➤ The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance	X	
➤ A high level of computer literacy, particularly with Word and Excel	X	
➤ A strong commitment to continuing professional development		X
➤ An exemplary attendance record in his / her present and previous employment	X	
Personal attributes		
➤ Honest, trustworthy and diligent	X	
➤ Confident and calm when dealing with a range of accidents, first aid issues and welfare concerns.	X	
➤ Friendly, sympathetic and supportive personality	X	
➤ Energetic, motivated and enthusiastic	X	

What we offer:

- Excellent salary package for the right candidate;
- Staff lunches prepared by our award-winning catering team during term time;
- Free parking;
- Use of school swimming pool and gym.

Further details and an Application Form can be downloaded from www.heathmount.org, or by calling 01920 830230.

The closing date for applications is Monday 29th April with interviews commencing the week beginning 7th May 2019.

Please complete the application form and return to HR@heathmount.org

