



OUNDLÉ
School

Registered Nurse

Applicant Information

Oundle School

The Corporation of Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School.

The School is a rewarding and exciting place to work. We are proud of our staff and we greatly value the contribution that every employee makes to the life of both Schools and our pupils. We employ over 700 people across the Corporation, including Laxton Junior School, and we are committed to ensuring the best possible environment for both the children in our care and the staff who work for us.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment Policy to result in the selection of the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Cycle to Work scheme
- Free light lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual

Registered Nurse

The Health Centre provides medical care and health services to boarders and day pupils across the School and a limited service to staff and visiting pupils; it is integral to the health and wellbeing of pupils.

The School Doctors operate GP surgeries for the boarders (under the NHS) at the School Health Centre. Registered Nurses provide a range of health services, including nurse-led clinics, sports day emergency treatment, overnight “on-call” provision and advice on health related matters. They work closely with the rest of pastoral team to ensure the medical wellbeing of our pupils. Other services at the Health Centre include a Nurse Practitioner, School Wellbeing Service and a visiting Physiotherapist. The Health Centre offers a 24/7 service to pupils during term time. The Lead Nurse and Registered Nurses provide a presence in the Health Centre at all times.

Responsibilities and organisational structure

Working within the Health Centre, the role holder will report to the Lead Nurse.



The Health Centre provides a high standard of evidence based health care and wellbeing support for our pupils. The School Nursing Team provides clinically effective, high-quality nursing care to pupils and first aid care to Staff when appropriate. School nurses provide a holistic approach to the care of pupils which includes management of long term conditions, health promotion, illness and injury triage/assessment and treatment. The Health Centre also provides an immunisation service to pupils including travel and some routine scheduled immunisations.

Duties & Responsibilities

Nursing:

- To provide a high quality service underpinned by the NMC Standards, to pupils and in certain circumstances to staff and visitors to the school. This will include:
- To work in a safe and professional manner at all times ensuring robust procedures for best practice are in place in line with the NMC Code.
- Act as the daily “Nurse in Charge” on a rota basis.
- Triage/ assessment and treatment of pupils attending the Health Centre.
- Undertake new pupil medicals, referring to other agencies if necessary i.e. School Doctor, Opticians, Dentist etc.
- Ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff and GP as necessary.

- Participate in baseline concussion screening and manage the care of concussed pupils
- Provide first aid and emergency care and treatment as necessary – this includes maintaining stock of all school first aid kits.
- Provide an expert resource for pastoral staff to ensure the health needs of pupils are met safely and effectively.
- Assess, plan, implement and evaluate in-patient care of pupils admitted to the Health Centre
- Deliver training for non-medical staff to support pupils with long term medical conditions i.e. Asthma, Diabetes, Epilepsy and Anaphylaxis.
- Provide a confidential health advice service to pupils, signposting to outside services if necessary.
- Operate procedures for control of infectious diseases.
- Follow the procedures for the safe disposal of clinical waste.
- Be aware of and maintain the recommended safe, storage, usage and disposal of medical supplies and drugs within the health centre and boarding houses.
- Maintain stock, hygiene and tidiness of the Health Centre.
- Adhere to the school's Safeguarding Children policies and liaise with the CPWG officers/committee when necessary.
- Provide health advice for trips including identifying, administering and recording travel, (including updating routine scheduled) vaccinations as necessary.
- To support the Lead Nurse with a range of medical and administrative duties.

Health Education:

- To promote health education throughout the school population.
- Undertake a "House Nurse" role by facilitating educational, interactive Health Education within the given boarding houses, building and maintaining relationships with the pupils and House Staff.
- Ensure the provision of and access to a range of health promotion materials for pupils
- Keep up to date with current health promotion initiatives.

Professional & Administrative:

- Maintain nursing and medical records, both written and electronic, accurately and contemporaneously ensuring confidentiality is maintained.
- Uphold the provisions under GDPR and the Data Protection Act 2018, and in line with school policies.
- Maintain general office procedures.
- Ensure mandatory training requirements are met.
- Adherence to the NMC Standards and Code of Practice.
- Adherence to the National Minimum Boarding Standards for medical provision.
- Keeping up to date with practice and professional development to ensure the requirements of the NMC revalidation process are met.

Health & Safety

- Have involvement and awareness of health and safety issues within school affecting pupils, staff or the environment.
- Report and record accidents/incidents.

- Ensure that a safe and secure environment exists for pupils and staff and meet the requirements under the Health and Safety at Work Act 1974 and C.O.S.H.H.

Liaison:

- Work closely with Lead Nurse, Doctors, School Nursing Team and House Staff to ensure seamless and continuous care, and with parents, academic staff and other departments as necessary.
- Local School Nursing Teams and other members of the primary health care team.
- Local GP surgery and pharmacies as appropriate.

Welfare, health and Safeguarding systems

- Support the Deputy Head Pastoral, Health Centre and Safeguarding teams where applicable with development and use of the iSAMS Welfare Module.
- Act at all times consistently with Oundle School requirements relating to their Safeguarding policy and related procedures and standards of behaviour as required by KCSIE 2023 and Annex A.
- Ensure compliance with the School's Health and Safety policy and requirements.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

This job description will be subject to review:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within 12 months of appointment.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

Qualifications	Essential	Desirable
Relevant Nursing Degree/ Higher Diploma/ Paramedic Qualification (HCPC)	✓	
Valid NMC registration PIN/ HCPC Registration	✓	
Specialist Community Public Health Nursing – School Nursing		✓
Non- Medical Prescriber		✓

Competencies, Skills & Experience	Essential	Desirable
Evidence of continuing professional development	✓	
Basic computer skills	✓	
Accident and emergency, minor injury/illness or practice nurse experience		✓
Experience of working in a school environment, particularly a boarding school		✓
First Aid Qualified		✓
Experience with use of Systm1		✓
Vaccination, diabetes, asthma and sports injury experience		✓

Essential personal qualities
Approachable manner – good communication skills at all levels i.e. pupils, parents, staff, local medical services
Calm and able to work effectively under pressure independently and as part of a team
Uses own initiative
Flexible approach, particularly towards duty hours and tasks
Well organised, methodical and attention to detail
Willingness to contribute to service development

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential.

EMPLOYMENT INFORMATION

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** ASAP, subject to notice period and completion of pre-employment checks.
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time only, which is 33 weeks per annum (paid for 38.6 weeks, to include entitlement to holiday pay).
- **Hours of work:** Working 34 hours per week, the standard hours of work for this role are between 8.00am to 8.00pm, Monday to Sunday, plus overnights on Standby, on a rota basis.
- All meal breaks are non-working hours and unpaid.
- **Salary:** £23,570 actual (£37,356 FTE), plus £20.00 for each cover period that you are on Standby. You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

If you have any questions about the role, please contact:

Human Resources
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: recruitment@oundleschool.org.uk / **Tel:** 01832 27719

