



Est. 1919

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BRAMBLETYE

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## **School Nurse**

# **Applicant Information including Job Description, Person Specification and Terms & Conditions**

## **November 2017**

## Brambletye School

Brambletye is an IAPS co-educational boarding/day school for pupils between the ages of 2 ½ and 13. Pupils are prepared for Common Entrance or Scholarship Examinations to a wide range of senior schools. The School was founded in 1919 at Sidcup Place, Kent and moved to its present site, just off the A22, one mile south of East Grinstead, in 1933. In 1969 it was formed into a charitable educational trust with a Board of Governors, which includes parents and Old Boys, with a range of academic and educational experience.

The School facilities are centred on a large country house in the Ashdown Forest, in its own woodlands and extensive playing fields. The whole property covers 140 acres. The School has outstanding sporting, music, drama and arts facilities. These include an Art Room and Design Technology Workshop, a Library, an ICT Room, a large Theatre and Music Rooms. There is also a Sports Hall, tennis and netball courts, two squash courts, an indoor swimming pool and several playing fields.

### Aims of the School

The School has established the following eight aims which guide every aspect of school life:

1. To provide academic and extra-curricular education of the highest quality for children aged 2 ½ to 13 years which can develop the abilities of all pupils allowing them to reach their potential.
2. To prepare pupils for pre-testing, Common Entrance exams at 13 years old and for academic scholarships. To inspire an understanding of the wisdom of the past, the technology of tomorrow's world and to strive to foster a strong and independent work ethic.
3. To instil in our pupils a life-long love of music and the performing arts and to stimulate an interest and understanding of the visual arts and design technology.
4. To offer a varied and well-organised sporting programme, to promote individual and collective participation by all, regardless of ability, in order to promote the benefits of a healthy lifestyle.
5. To remain fully committed to the merits of boarding life and to providing outstanding boarding facilities and a responsive pastoral care framework ensuring the safety and welfare of our pupils.
6. To instil and develop in our pupils qualities of character to see them through their lives beyond school.
7. To produce children who are not only talented and high achieving, but who are also generous of spirit, curious about the world and its inhabitants, alive to its possibilities and engaged with their role in it, with a balanced perspective on life allowing them to feel at ease with others.

8. To commit to the school's charitable role within both local and the wider community and to develop responsible citizens.

## Job Description

Located at the centre of the School, the role of the Surgery at Brambletye School is crucial in helping both our pupils and their parents/guardians to settle and be happy during their time here at the School.

The School Nurse is a key role within the School with their deep understanding of individual children and their characters, enabling the School Nurse to offer valuable advice and guidance in building a complete picture when children are faced with difficulties.

The overall role of the School Nurse here at Brambletye is to support our pupils' health and wellbeing in order for them to fully participate in active school life.

### Main Duties and Responsibilities

- Oversee and be responsible for all matters relating to the School Surgery and the health of the pupils at Brambletye School;
- Ensure all records (including nursing, NHS, accident and contacts) are completed accurately and thoroughly;
- Ensure all relevant legislation relating to matters of health is known and adhered to by all member of staff;
- Inform the Headmaster of any medical incident or condition of which he may reasonably be expected to be aware of;
- Inform all staff of any pupil with sever health issues, with separate copy to the Headmaster;
- Organise the School Surgery Rota to ensure:
  - The School's Surgery is staffed at all times Monday to Friday by a medically qualified member of staff; and
  - A member of staff medically qualified is either present in the Surgery or at the School and is easily contactable throughout weekends.
- Arrange new patient medicals and referrals if required:
  - Ensure that all Surgery paperwork is up to date and that all new pupils and are registered with the School Doctor.
  - Weigh and measure all new pupils. Monitor pupil's weight/height if required.
- Order equipment and supplies, stock first-aid box, order prescriptions – acute and repeat;
- Inform the School Caterers of any pupils with special diets or food allergies;
- Be on duty to oversee and help out at both the beginning and end of terms;
- Keep in contact throughout the school holidays to check mail for correspondence which may need passing on to parents e.g. test results, hospital appointments etc.
- To attend staff meetings and organise and chair Surgery meetings.
- Any other duty as required by the Headmaster's Wife, commensurate with the post. The post holder may be reasonably required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to

the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

### Safeguarding and the welfare of children

Brambletye School is committed to safeguarding and promoting the welfare of children. The School has a range of policies and procedures for child protection and security. All staff at Brambletye are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact. The post holder must adhere to and ensure compliance with the School's Safeguarding Policy Statement 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 the children in the School, they must report any concerns immediately to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

During the interview process, candidates should expect to be questioned about issues that are relevant to safeguarding children. Candidates should also be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been the subject of any child protection concerns.

Offers of jobs at Brambletye will usually depend on the applicant's letter of application, application form, references and performance over the interview process. For some posts, particular qualifications or skills are required. However, all those who are offered a post at Brambletye are expected to be:

- Supportive of and committed to the School's policies on Safeguarding;
- Supportive of the School's policies on Equal Opportunities;
- Mindful of their personal responsibilities relating to Safety, Health and the Environment;
- Mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- Accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.

### Confidentiality

The successful candidate must maintain the confidentiality of information regarding Brambletye School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

### Person Specification

Criteria	Essential / Desirable	How Assessed
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<b>Qualifications</b>		
Registered Nurse	Essential	Certificate
First Aid at Work Certificate Level 3	Essential	Certificate
Evidence of commitment to continuous professional development	Essential	Application Form / Interview

<b>Experience and Knowledge</b>		
Previous experience of school nursing and /or community nursing	Essential	Application Form / Interview
Previous experience of working with children	Essential	Application Form / Interview
Knowledge of safeguarding issues	Essential	Application Form / Interview
Knowledge and awareness of children's health issues	Essential	Application Form / Interview
Previous experience of working in a boarding school	Desirable	Application Form/Interview

<b>Skills and Competencies</b>		
Empathy and understanding of the emotional needs of children	Essential	Application Form / Interview
Assertiveness in promoting and advocating the health and well-being needs of pupils	Essential	
Able to communicate both verbally and in writing clearly and effectively	Essential	
Highly practical with common sense and initiative	Essential	
Highly organised	Essential	
Ability to prioritise and manage changing workloads and situations, also work under pressure	Essential	
Good IT skills	Essential	
Ability to work both on own initiative and as part of a team	Essential	

<b>Other</b>		
Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential	Application Form / Interview
Flexible approach to duties and working hours	Essential	
Stamina and a good level of health and	Essential	

fitness		Application Form / Interview
Self-motivated, confident, committed and enthusiastic	Essential	
Friendly, cheerful and polite manner with a good sense of humour	Essential	
Ability to work with discretion and maintain confidentiality on all school matters	Essential	
Committed to self-development and willing to attend appropriate professional development opportunities	Essential	

### **Terms and Conditions**

**How to apply:** To apply for this role, please complete the application form on the School's website and email to Heather White at [hwhite@brambletye.com](mailto:hwhite@brambletye.com).

**Closing date:** Monday, 8<sup>th</sup> January 2018 at 9.00am.

**Interview:** Interviews will take place the week commencing Monday, 22<sup>nd</sup> January 2018.

**Start date:** Thursday, 12<sup>th</sup> April 2018 with a number of handover days with our current School Nurse prior to starting. These will be by prior arrangement.

**Responsible to:** Headmasters Wife

**Salary:** A competitive salary will be offered to the successful candidate appropriate to qualifications and relevant experience. Salaries are reviewed annually and are payable by 12 equal monthly instalments.

**Hours:** Hours of work will vary but will be between 8.00am and 9.00pm with a break during the day. Depending on whether this position is taken as residential it will either be a 5 or 6 day week during term time.

**Holiday:** This is a term time position but there will be a requirement to work a number of days in the lead up to the start of term and also when term ends.

**Additional benefits:** If required, this position can be residential with full-board and accommodation provided during term time.

Staff discount on the fees of children at the School.

Membership of the School's contributory pension scheme for support staff.

Parking on-site.

Any offer of employment will be subject to the following conditions:

**Other:**

- Receipt of at least two satisfactory references which have been verified;
- Verification of original identity documents and right to work in the UK;
- Verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post e.g. the original or certified copies of certificates, diplomas etc;
- A satisfactory DBS Enhanced Disclosure, if required a check of the Children's Barred List and if a teaching post, a Prohibition Order check;
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may be required to undertake in accordance with statutory guidance; and
- A satisfactory medical questionnaire and if required, a medical examination.