



School Nurse

Location: Tonbridge

Start Date: 1 September 2022

Grade: KR9 – KR10

37 hours per week, term time only plus 3 weeks



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The purpose of the Student Services Team is to provide key support for the learning and welfare of all Students. Members of the team work at the Tonbridge or Sevenoaks site with team members in leadership positions, spending time at both sites. The team is led by the Family Liaison Managers and Deputy Headteacher and consists of a range of posts including two Family Liaison Managers, School Counsellors, and two Student Services Receptionists and, including this appointment, two School Nurses.

The Support Staff at Weald of Kent make a strong contribution to Students' learning and achievement. Support Staff provide highly effective support and create additional capacity to Teachers, enabling them to make effective use of their time, professional knowledge, skills and understanding.

The Post

| | | | |
|-------------------|------------------|--------------------|------------------------|
| Job Title: | School Nurse | Reports to: | Family Liaison Manager |
| Team: | Student Services | Start date: | 1 September 2022 |
| Grade: | KR9 – KR10 | Hours: | 37 hours per week |

Purpose and responsibilities:

The School Nurse is a key health care professional within Weald of Kent School responsible for the health needs of all pupils within the school settings. At Weald, there is a range of physical and mental health needs that the School Nurse is directly involved with. This involves the development of Healthcare Plans to support students with chronic illnesses, diabetes, and asthma, epilepsy in conjunction with the School and with the pupils' parents/carers. The School Nurse is responsible for administering first aid and undertaking health assessments of pupils and school team members that become unwell during the school day. The School Nurse will be expected to liaise with, and promote links with, fellow professionals, educational staff, parents/carers and other agencies, with the aim of providing a high level of service and striving to continually improve and evaluate the quality of the service.

Key duties and responsibilities:

Professional

- To uphold the NMC Code and professional standards for practice.
- To take responsibility, with support, for own professional and organisational knowledge in accordance with revalidation requirements.
- To practice according to Weald of Kent policies and procedures.

Clinical

- To provide high quality health care to students with chronic health conditions.
- To administer first aid on a daily basis to students and staff as required and undertake health assessments of pupils and school staff who become unwell during the school day.
- Ensure that all medical and emergency equipment is kept in a safe condition and is ready for use when required.

- To liaise with the Designated safeguarding team and undertake further training if appropriate, adhering to and working within the School's safeguarding policy.
- To work as part of the student services team to support the physical and mental health needs of students.
- Liaise with senior/managerial staff to bring to their attention any problems identified.
- To promote the health and wellbeing of the pupils and staff within the School.
- To participate in meetings for students as necessary.
- To administer prescribed medication and treatments according to Weald school policies, procedures and legal requirements, recording all treatments and medications given.
- To support the teaching staff during the planning and implementation of a school trip, to include attendance on the trip where there is a medical need.
- To ensure the provision of individual pupil's emergency medication liaising with parent/carer as appropriate.

Education

- To be involved as required in the planning and delivery of health education.
- To assist in the delivery of in-house training on emergency medication and administration of medication on school trips.

Communication

- To ensure all information is recorded in accordance with the NMC professional standards of practice and school policies.
- To write and submit reports as required. To maintain comprehensive and accurate records, ensuring confidentiality at all times and be aware of the Data Protection Act 2018 and GDPR.
- To provide a supportive, non-judgmental approach when working with pupils, staff and parents/carers.

Other Duties

- To be conversant with and act in accordance with school policies and procedures and ensure that these are adhered to.
- To have knowledge of and observe the provisions of the Health and Safety at Work Act 1974.
- Health and Safety Policy and Related Procedures and to act in accordance with all instruction, information and training supplied in relation to those duties.
- To undertake any other duties as designated by senior staff and commensurate with the post.

Infection Prevention and Control Responsibilities

The School Nurse must ensure that they adhere to the school and Public Health England guidance relating to infection control. The School Nurse must also practice strict hand hygiene at all times while carrying out clinical duties, which is in line with the responsibilities placed on them by The Health Act 2006: Code of Practice for the Prevention and Control of Health Care Associated Infections.

It is the responsibility of the School Nurse to ensure that they have a sound working knowledge of standard infection control precautions and remain up to date with global health issues which may affect the School. They must ensure that no act or omission on their part or within their sphere of responsibility is detrimental to the interests or safety of the pupils.

Health and Safety

Act in accordance with all instruction, information and training required in relation to those duties.

Training and Development

It is the responsibility of the School Nurse to ensure they attend regular training in accordance with their personal development and in line with Revalidation.

Development needs are assessed in a number of ways including the appraisal process. Development needs are met through a wide range of learning opportunities. The school nurse has a specific personal responsibility for their own development which includes their involvement in:

- Identification of individual training needs
- Pre-course discussions to identify objectives
- Post-course reviews to establish if objectives are achieved
- Transfer of knowledge into the workplace
- Evaluation of individual training
- Compliance with Revalidation

General Requirements

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the School.
- Adhere to School policies and procedures.

Personal Competencies and Qualities

- A professional presence which engenders confidence and respect from pupils and colleagues.
- Personable, co-operative, helpful and accommodating with other team members and staff.
- Focuses on what needs to be delivered: understands what is needed and responds promptly.
- A proactive, 'can do' attitude to all tasks.
- Understands the importance of Safeguarding children in Education.
- Understands the importance of confidentiality and the Data Protection Act 2018 and GDPR.
- Consistently strives to maintain a high standard of work.

About You (Person Specification)

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications & Training | | |
| NMC Registration | ✓ | |
| Registered General Nurse | ✓ | |
| Registered Sick Children's Nurse/School Nurse Certificate | | ✓ |
| Degree/Diploma | | ✓ |
| Current First Aid at Work and Paediatric First Aid qualification | | ✓ |
| Specific Skills | | |
| Previous experience of working with children | ✓ | |
| Recognition of the Deteriorating Child | ✓ | |
| Awareness of safeguarding children procedures/policies | ✓ | |
| Demonstrates a good understanding of Mental Health and emotional wellbeing support | ✓ | |
| Demonstrate competence in clinical skills | ✓ | |
| Clinical reasoning and decision making skills | ✓ | |
| Ability to work with minimum supervision | ✓ | |
| Evidence of understanding and insight into Keeping Children Safe in Education | ✓ | |
| Is aware of responsibility in relation to NMC Professional Code of Conduct | ✓ | |
| Excellent communication skills, including written and spoken English | ✓ | |
| Ability to accurately and efficiently calculate and administer medications | ✓ | |
| Recent evidence of professional updating to include revalidation process | ✓ | |
| Level 3 Safeguarding in Children Knowledge and skills of supporting young people mental health needs | | ✓ |
| IT skills | | ✓ |
| Teaching skills | | ✓ |
| Audit skills | | ✓ |
| Experience of working in schools | | ✓ |
| Personal Qualities | | |
| Good communication skills | ✓ | |
| Team worker | ✓ | |
| Flexible approach | ✓ | |
| Patience and the ability to remain calm in stressful situations | ✓ | |
| Sensitivity and understanding | ✓ | |
| Ability to inspire, challenge and motivate students | ✓ | |
| To be thorough and pay attention to detail | ✓ | |
| Have a positive approach to education with a desire to succeed | ✓ | |
| Energy, enthusiasm and perseverance | ✓ | |
| Reliability and integrity | ✓ | |
| Good interpersonal skills | ✓ | |
| Professional appearance and manner | ✓ | |

| | | |
|--|---|--|
| Positive commitment to individual personal development | ✓ | |
| Capacity to work hard, under pressure, to meet deadlines and manage time effectively | ✓ | |
| Adaptable and amenable with respect to working practices | ✓ | |
| Ability to work independently and in a team, take a collaborative approach | ✓ | |
| Ability to build supportive working relationships with colleagues | ✓ | |
| Commitment to supporting the full life of the school | ✓ | |
| Suitable to work with children | ✓ | |
| Equal Opportunities – A commitment to inclusive education | ✓ | |

The Package

Salary: Kent Range 9 – Kent Range 10: £30,485 - £41,011 per annum

Actual salary for 37 hours per week, 42 weeks per year: £28,616.27 - £38,497.03 per annum

Benefits:

| | |
|--|-------------------------|
| Generous Pension Scheme (TP / LGPS) | Health Care Cash Plan * |
| Priority Admission for Staff Children ** | Free On-Site Parking |
| Kent Reward Scheme | Free refreshments |
| Cycle 2 Work Scheme | |

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Wednesday 13 July 2022, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

