



TheNorth school



SCHOOL NURSE Recruitment Information Pack



Putting Achievement First

Essella Road
Ashford
Kent
TN24 8AL

Telephone : 01233 614600

~

Fax : 01233 612906

Website : www.north.kent.sch.uk

~

Email : recruitment@north.kent.sch.uk

**EXAM INVIGILATOR TECHNICIAN
RECRUITMENT INFORMATION PACK**

CONTENTS

	Page No.
Letter from the Head of School	3
Working with Swale Academies Trust	4
Introduction to The North School	5
School's Values and Ethos	6
The Application Process	7
Details of Vacancy	8
Job Description	9
Person Specification	11
The North School Facts and Statistics	12

Dear Applicant

Thank you for showing an interest in the post of School Nurse at our school. This is an extremely exciting time to join The North School on its journey to be outstanding.

Our aim is to ensure that every single member of the school community is putting achievement first.

The North School has entered an exciting stage of its development. After the best ever exam results in Summer 2016, in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of yourself, displaying energy and enthusiasm in all that you do, thus contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

I want The North School to be outstanding a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



Mrs Anna Lawrence
Headteacher

WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer
Swale Academies Trust

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Westlands Primary School, Meopham School, The North School, Regis Manor School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe
CEO Swale Academies Trust



INTRODUCTION

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom. Our teachers encourage all students to develop their resilience and independence.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- **We learn together, we celebrate together and we support each other through challenges.**
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of examination certificates or any further professional qualifications will need to be provided at interview stage.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to recruitment@north.kent.sch.uk or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Closing date as per recruitment site.

Shortlisting will take place the following week and interviews will be confirmed shortly after. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

SCHOOL NURSE

Full Time, 37hrs per week
Term Time Only

Kent Range 6 : £20,222 - £22,072 pro-rata
(pro-rata : £16,731 - £18,262 per annum)

The North School are seeking to appoint a full time School Nurse from December 2019. As part of the role you will be expected to work in partnership with staff, students, parents and external agencies to provide a clinically effective high-quality service of nursing / first aid care to our students across the age range 11-18 years, ensuring confidentiality at all time.

If you are an experienced first aider / qualified nurse with an interest in working with young people, then we would be delighted to hear from you.

The Role / Key Responsibilities:

- To give first aid to students/staff for injuries and accidents. To attend to Minor Illnesses and where appropriate refer to GP or emergency services or to advice on exclusion of a student until recovered. To ensure that all relevant documentation is completed.
- Provide first aid treatment/advice to students / staff on a daily basis as required.
- liaison with social services, medical professionals, parents/carers and other agencies.
- To ensure the safe storage and administration of medications to students and document the evidence of administration in line with statutory requirements.
- Ensure the medical equipment and supplies within the medical rooms are maintained in order to be able to deal with sick or injured people. To order supplies as required
- To complete and monitor health related risk assessments for both staff and students when appropriate.
- Ensure all first aid boxes throughout the school are maintained correctly and are periodically checked.
- Manage the healthcare plans for all students in liaison with the SENCo to ensure all plans are accurate and up to date
- Routine liaison with medical and health agencies in relation to medical or health matters affecting students, e.g. immunisations.

Application requirements:

- Qualified First Aider / Nurse
- Ability to work alongside colleagues
- Excellent team player
- Follow set work rules, procedures and practices
- Lead by example and be a role model and positive motivator

Further details about the school can be found on our website www.north.kent.sch.uk and further information about the vacancy can be obtained from the school via email at recruitment@north.kent.sch.uk

The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.

The North School is an Equal Opportunities Employer

JOB DESCRIPTION

JOB DESCRIPTION:	SCHOOL NURSE
GRADE:	KENT RANGE 6
HOURS OF WORK:	37HR PER WEEK, TERM TIME ONLY
LINE MANAGER:	PERSONNEL/RECRUITMENT MANAGER

1. Purpose of job

The aim of this post is to support the Headteacher, Governing Body, staff and students in the organisation of the running of the school from a healthcare viewpoint. Promote the school in a positive manner at all times to staff, students and visitors.

2. Principal accountabilities

- To ensure the medical equipment and supplies within the medical rooms are maintained in order to be able to deal with sick or injured people. To order supplies as required
- To ensure records are maintained of all visitors to the medical room.
- To ensure all health and safety documentation is completed in an accurate and timely manner and forwarded to the responsible officer.
- To liaise with the Headteacher about matters relating to Health and Safety when necessary.
- To assist the Personnel/Facilities Manager in completing and monitoring risk assessments for staff when appropriate.
- To provide advice and information to the co-ordinator in relation to the teaching of Health Education within the school.
- To ensure all first aid boxes throughout the school are maintained correctly and are periodically checked.
- To maintain and provide statistical information relating to students and staff who have been attended to by the Health Care Manager.
- Routinely liaise with parents whose children have a medical condition to ensure up to date and accurate information is received.
- To liaise with parents/carers to complete and monitor risk assessments for students when appropriate.
- To manage the healthcare plans for all students in liaison with the SENCo to ensure all plans are accurate and up to date
- To provide staff with healthcare details of all students in an easily accessible manner.
- To co-ordinate cover for the medical room with the Personnel/Facilities Manager.
- Routine liaison with medical and health agencies in relation to medical or health matters affecting students, e.g. immunisations.
- To provide training for staff on health related issues affecting students, for example, first aid, asthma attacks etc.
- To liaise with teaching staff re: bullying/accidents/incidents.
- To contribute to and participate in some classes, e.g. first aid demonstrations or any health-related issues.
- Ensure up to date leaflets (health-related) are available and displayed.
- Any other reasonable request of your line manager.
- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations.

- Responsibility for personal professional development making full use of advisory services and maintaining a high level of current awareness. Book selection meetings and courses as appropriate.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by your line manager.

3. Necessary Experience:

- Must have relevant First Aid qualification.
- High standard of general education including good written and verbal communication.
- Word Processing Skills
- Computer Literacy
- A mature and sensitive manner and excellent inter-personal skills are required.
- An ability to work confidentially, efficiently and on own initiative is essential.
- Flexibility and adaptability.

4. Job context:

The postholder has day to day contact with the Headteacher, staff, students, parents and Governors, as well as staff from the Area Education office, other Kent County Council Departments, the Department for Education and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

JOB TITLE:	SCHOOL NURSE
QUALIFICATIONS:	<ul style="list-style-type: none"> • Nursing Qualification • First Aid Qualification
EXPERIENCE:	<ul style="list-style-type: none"> • No formal experience required <p>Desirable :</p> <ul style="list-style-type: none"> • Experience of working with young people • Experience of working within an education environment
KNOWLEDGE / SKILLS / ABILITIES:	<p>Essential :</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills. • Good organisational and time management skills. • Ability to pay attention to detail. • The ability to adapt and be flexible. • Ability to keep calm under pressure or during unexpected circumstances.

The North School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

This post will require an enhanced disclosure from the Disclosure and Barring Services (DBS)

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	882
Number of students in Sixth Form	141
GCSE Results 2017:	Maths 4+ : 65% English 4+ : 47% Science C+ : 36% (21% in 2015)
% of disadvantaged students	29% (2017)
% of students with SEN	4% (2017)
% of students with EAL	12% (2017)
Number of teaching staff	83
Number of associate staff	65
Ofsted Inspection Report – Sept 17	https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832