



WESTMINSTER SCHOOL

School Nurse (Term-time only) From September 2020

Characteristics of the School

Westminster School is a selective day and boarding school for boys aged 13 to 18 and girls aged 16 to 18. Westminster is an ancient school, whose origins can be traced to a charity school established by the Benedictine monks of Westminster Abbey. Its continuous existence is certain from the early 14th century. Henry VIII personally ensured the School's survival by statute and Elizabeth I, who confirmed royal patronage in 1560, is celebrated as the School's foundress. Westminster is rare amongst long-established schools in remaining on its original site in the centre of London. Its proximity to Parliament and Westminster Abbey, and the use of the Abbey for its chapel, together with the stimulating diversity of the South Bank and West End, account in part for its special atmosphere and outlook.

Westminster Under School has been in existence since 1943, providing an independent preparatory education for boys aged 7 to 13. Our high-ability pupils benefit from the principles and practices of a liberal education, which are at the very core of our existence. These include a love of knowledge, an ability to question and a desire to serve others. We want all our pupils to enjoy and be stimulated by the process of learning; to feel empowered to think for themselves, to ask questions and be inquisitive about the world around them; and to use the understanding and ideas they gain to help others and to serve society and the wider world around them.

The Post

We are looking for an experienced nurse to join our team on a full-time basis, offering first-class healthcare and pastoral support to our pupils. Working across Westminster Great School and Westminster Under School, the successful candidate will be someone who can work as part of a team, as well as independently, and who relishes the opportunity to support young people.

The post holder will adopt an evidence-based approach to plan, deliver and evaluate nursing interventions throughout the School. The post holder will work in conjunction with the School Nursing Sister to shape the strategic development of the School Surgery in line with recommended best practice guidelines from the RCN, Boarding Schools' Association (BSA) and Independent Schools Inspectorate (ISI).

Hours of work

This is a term-time only post, working 35 hours per week covering School Surgery opening hours of 8.30am to 5.30pm Monday to Friday and Saturday mornings on a rotational basis. Part-time hours may be available for the right candidate. We would also give consideration to a job share.

Main areas of responsibility

- Adhere to “The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates”
- Use evidence-based practice to develop and deliver high-quality nursing care to the school community
- Contribute to the appropriate development of protocols and procedures
- Contribute to the smooth running of the School Surgery, ensuring efficient systems and processes are in place
- Assess, implement and evaluate patient care of pupils admitted to the School Surgery
- To provide appropriate care and supervision of unwell pupils within the boarding accommodation, either in their own beds or in the School Surgery
- Ensure care plans are developed and updated for all pupils
- Provide first aid and emergency care and treatment as necessary – this includes maintaining stock of all of the School’s first aid kits
- Arrange medical and dental appointments for boarders as necessary, liaising with the School’s GP practice and other health care providers
- Act as health advisor to pupils that are resident in boarding accommodation and offer support to House Masters and Matrons
- Administer prescription and OTC medication in line with school protocols.
- Provide clinical oversight to members of school staff who are involved in provision of medication to pupils

Health Education

- Promote health education within the School including some involvement in the teaching of PSHE
- Keep up-to-date with current health promotion initiatives
- Organise First Aid Training and support other staff members to develop clinical skills, as appropriate to their role

Communication

- Work closely with other members of the School, to ensure seamless and continuous care
- Liaise with parents on all matters relating to their child's health and welfare
- Liaise with school staff as appropriate whilst maintaining confidentiality

Safeguarding

- Continuously promote the welfare of children and young people
- Have Level 3 Safeguarding Training or be prepared to undertake it
- Escalate safeguarding concerns appropriately and in a timely manner

Additional duties

- Play a full part in the life of the School community, to support its mission and ethos and to encourage staff and pupils to follow this example
- Actively promote Westminster School and its policies
- Continue personal professional development as agreed, including attending training sessions or training courses even when these may be outside duty days
- Undertake other responsibilities as determined by the Head Master, following consultation

Knowledge and qualifications

- Registered nurse qualified in Mental Health, Paediatric or Adult Nursing
- Able to provide excellent standards of nursing care
- Up-to-date knowledge of current health promotion initiatives
- Experience of working without direct supervision
- Good administrative skills (e.g. maintaining pupil health records, healthcare plans, developing and updating protocols, recording accidents)
- Strong IT skills including online video-conferencing platforms and experience of using a clinical software package
- Good written and verbal communication skills in response to pupils, parents and staff
- Enhanced DBS clearance or prepared to have this undertaken

Essential attributes

- Enjoy working with children
- Approachable, empathetic and patient
- Tactful and diplomatic
- Sensitive to other people's needs and respect for their opinions
- Warm, caring and nurturing
- Flexible and adaptable approach
- Able to organise and prioritise workload around the needs of the School

Previous experience

It is likely the successful candidate will have previous experience working in an educational setting, primary or community care or a hospital-based role. However, we welcome applicants with other relevant experience.

Terms and Conditions

The salary for the position will be £30,000 – £32,000 p.a. pro rata (£19,615.38 – £20,923.07 p.a.). Pay is reviewed annually.

As per government legislation, the successful candidate will be automatically enrolled into the School's pension scheme, if they meet the eligibility criteria.

Meals are provided to staff whilst on duty. The School's leisure facilities, including a fitness gym, are available for staff to use at certain times.

Review

The School Nurse is line managed by the School Nursing Sister.

NB This job description is not exhaustive and employees are required to work flexibly in order to meet the needs of the service which may change at short notice. Any permanent amendments to this job description will be made after consultation with the job holder.

The Application

If you would like to discuss details of this post informally in the first instance, please contact the School Nursing Sister, Marie Crozier, at marie.crozier@westminster.org.uk.

To apply, please send a letter of application and a completed application form together with a detailed *curriculum vitae*, to Joanne O'Connell, Director of HR, via e-mail: recruitment@westminster.org.uk by midday on Wednesday 3 June.

We reserve the right to interview and appoint prior to the closing date for applications, so an early application is encouraged.

Westminster School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service checks.