

School Nurse



ARNOLD
HOUSE
SCHOOL

APPLICATION PACK

THE ROLE	School Nurse
START DATE	June or September 2024
REPORTING TO	Headmaster
PACKAGE	Competitive salary and pension
FTE	Full-time



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of School Nurse at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened a Pre-Prep department a short walk away at Marlborough Place. We now have 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best

interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all

boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality inspection by ISI in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent. The report can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

THE ROLE

We are looking for a professional and caring person to take on the role of School Nurse to ensure best practice in nursing, health and pastoral care is offered to the boys.

The main areas of responsibility are to administer first aid as required to boys, to liaise with parents and advise when further medical consultation is required, to keep medical plans for each boy and communicate with other staff on a need-to-know basis, to store and administer prescription medicines, manage programmes of vaccination and liaise with public health authorities, be the first point of contact for external public health professionals, manage the schedule and book first aid training for staff.

A detailed job description can be found on the next page.

You will be based in a bespoke medical centre near the school office and will occasionally be required to offer general support in terms of answering the telephone and talking to parents at the hatch, alongside other colleagues.

The school is based across three sites, two in St John's Wood and one in Edgware. You will principally be based in Loudoun Road, St John's Wood, but will be required to work across all sites as necessary, being overall responsible for the medical provision for all boys on roll.

Salary is competitive and dependent on skills and previous experience. The School closes for periods in the longer Easter, Christmas and Summer

holidays and the three week-long half terms. Holidays taken at these times, by arrangement, will amount to not less than nine weeks in an academic year.

Office hours during term time are 8am-5pm. In addition attendance is expected at some evening functions, such as Prizegiving and sports or arts performances.

Staff are appraised regularly and are encouraged to reflect on and develop their practice.

We also offer free lunches during term time, generous pension contributions and a cycle to work scheme.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.



JOB DESCRIPTION

The purpose of the role is to provide excellent first aid, medical and safeguarding care for boys, professional administration of all medical matters, including administering medicines, maintenance of confidential records, organising staff training, and liaising with public health authorities. Many aspects of the role will involve liaising with parents and families.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School Nurse is responsible for the following:

First Aid and Medical

- Use evidence-based practice to ensure high-quality care following professional standards, school policies and best practice
 - Implement and maintain arrangements for first aid provision for the boys
 - Ensure that all dispensed treatment given is recorded
 - Oversee the completion of the electronic accident record and reporting of accidents (boys and adults)
 - Escort boys to hospital when required
 - Contact parents promptly if a boy is unwell or has suffered an injury
 - Ensure First Aid boxes are stocked appropriately at all times
 - Manage the annual First Aid policy review, to be signed off by the DSL.
 - Coordinate and organise first aid training for other members of staff, ensuring that there are always sufficient numbers of staff with in-date training
 - Work closely with the Mental Wellbeing Coordinator
- Ensure catering team have dietary information when provided by parents
 - Keep individual medicines for applicable boys in the medicine cupboard and fridge and ensure all are clearly labelled
 - Ensure prescriptions are in-date and we have permission from parents to administer medicine.
 - Work with parents, specialist health professionals and others to develop, implement and monitor in-school care plans for boys with complex health needs and long-term conditions (eg asthma, diabetes, epilepsy, etc)
 - Advise the school community on health issues affecting the whole school, including outbreaks of communicable diseases (including COVID 19) and head lice.
 - Liaise with external health providers, eg local health trust regarding health education and immunisation (including organising annual flu jab) etc
 - Prepare all medical reports and medication plans for boys taking part in school events and field trips, including regular trips to Games.
 - Ensure medicine for each relevant boy is handed to the responsible teacher prior to boys leaving the site for Games/off-site visit
- Attend the termly Health and Safety Committee meeting.

Appraisal

- Participate in arrangements made for support staff appraisal

Training and Development

- Review regularly your methods of working and professional knowledge, keeping up to date with best practice
- Participate in arrangements for your professional development.

Safeguarding

- Attend meetings of the safeguarding team
- Maintain up-to-date advanced safeguarding training
- Promote and safeguard the welfare of children and young people

Flexibility

- You may be occasionally required to undertake other reasonable duties.

Health Education

- Work with the catering and dining room staff to promote healthy eating choices and advise on allergens
- Help promote healthy lifestyles and good hygiene to the boys
- Work with the Head of PSHE and RSE Coordinator to help develop and deliver curriculum relating to physical health and wellbeing.

Medical Administration

- Input all medical and dietary information for each boy into Isams
- Give form teachers all medical and dietary information for their group
- Maintain up-to-date vaccination records



PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
RGN (RAN): Diploma or degree in Nursing	✓	
Up-to-date NMC registration	✓	
Experience of working in a healthcare/medical setting	✓	
Paediatric or A&E experience		✓
Experience of working in a school		✓
SKILLS & PERSONAL COMPETENCIES	ESSENTIAL	DESIRABLE
Ability to respond effectively to a medical emergency	✓	
Ability to use dedicated IT systems to maintain contemporary nursing records	✓	
Strong knowledge of paediatric medical care	✓	
Ability to work well as part of a team	✓	
Flexibility and ability to adapt to changing situations	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children, families and colleagues	✓	
Excellent written and verbal communication skills	✓	
Strong organisational skills for prioritising, time management, flexibility and problem solving	✓	
Willingness and enthusiasm for contributing to the wider life of the School	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 15th April, 9am

START DATE: June or September 2024

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

