



# **School Nurse Information Pack**





## The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.



The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.

The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



## The Role

Monkton is seeking to appoint a dedicated and professional nurse to join our small, hardworking and friendly medical centre team working across the whole school.

The aim of the role is to support pupils' health and wellbeing so that they can fully participate in school life and provide health care to members of the school community. In both areas, the medical centre team strives to develop and maintain positive and mutually supportive relationships with the wider school community, particularly those at the core of our exceptional pastoral care.

Our nurses work on a shift basis across both sites and therefore a flexible approach to this is essential.

Candidates are invited to specify on their applications their preferred number of hours, which will then be discussed at interview.

Due to the nature of the role, and in keeping with the nature of an Independent Boarding School, hours of work include evenings and weekends.

## Job Description

**Relationships:** The post holder is responsible to the Nurse Manager and ultimately the Vice Principal.

**Fundamental Task:** To provide high quality and clinically effective health care, working within NMC guidelines to all pupils. Working in conjunction with our exceptional pastoral team and to provide first aid and emergency care to all members of the school community and visitors whilst on school sites.

### Specific Duties:

- Provide medical care to pupils and first aid and emergency care to all members of staff and visitors whilst on site
- All nursing practice to be in line with NMC guidelines
- Assess, plan, implement and evaluate patient care of pupils with minor ailments, chronic illness, accidents and injuries and support emotional wellbeing and mental health
- Organise and run nurse drop-in clinics during the day



- Plan, implement and evaluate care for in-patient pupils and inform houseparent's, parents, teachers as appropriate
- Working with the Administrator to arrange for boarding pupils to attend any medical or other health appointments and arrange transports and escorts as required
- Work with and advise the Principal, Deputy Heads, Houseparent's, Chaplain and other staff about medical and pastoral matters, as appropriate, whilst maintaining pupil confidentiality, wherever possible
- Organise doctors' surgeries, including advising pupils to attend and referring to MO as appropriate
- Work closely with other members of the Medical Centre team across the whole school
- Ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff
- Maintain medical records accurately, confidentially, safely and in a timely manner in line with school policies
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
- Record ordering and dispensing of medication following medication protocols
- Maintain treatment room stock, hygiene and tidiness
- Maintain safe storage, usage and disposal of medical drugs and supplies
- Provide first aid kits for school trips and maintain stock of all school first aid kits
- Promote health education throughout the school population and provide confidential health advice, counselling and referral as appropriate
- Organise school medical examinations and other surveillance audits
- Maintain and enhance your personal professional development in areas relevant to the role in accordance with guidance from regulatory and professional bodies
- Liaise with external agencies including immunisation nurses, doctors, physiotherapists, counsellors

**Note:** 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 posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

**Coaching Ethos:** Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.



## Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
<b>Qualifications</b>	Registered Nurse on part 1 of the NMC register	√	
	RCN - Registered Children's Nurse		√
	Clean valid driving licence (to move between sites) or other form of transport		√

		Essential	Desirable
<b>Experience</b>	Will need to have the professional competence and experience required to fulfil the duties outlined.	√	
	Experience of using databases, email, the internet and other IT systems.	√	
	Paediatrics / Practice Nursing / First Aid training / Asthma / A&E / Diabetes/Counselling		√



		Essential	Desirable
<b>Knowledge and Understanding</b>	Knowledge of relevant regulations and guidelines	√	
	Equal Opportunities, Health and Safety and Child Protection	√	
	Understanding of how the role of School Nurse and Medical Centre contribute and align to the whole school life	√	
	National minimum standard of boarding schools or willingness to learn		√

		Essential	Desirable
<b>Skills</b>	Good listening skills, patience and an understanding of the emotional needs of teenagers.	√	
	Must be able to work well with others and keep open channels of communication with other team members, parents, pupils and staff whilst maintaining professional confidentiality.	√	
	Confident user of IT packages and systems appropriate to the position	√	



		Essential	Desirable
<b>Personal Attributes</b>	Ability to build a genuine rapport with pupils	✓	
	Good team worker; be able to shoulder responsibility and make wise decisions, be enthusiastic in the wide variety of roles and needs that the Medical Centre undertakes to meet.	✓	
	Confident and not requiring close oversight or frequent guidance.	✓	
	Warm hearted and sympathetic to deal with youngsters in distress and yet be firm and discerning.	✓	
	Full sympathy with the Christian ethos of the School and be able to take the Christian perspective into account in counselling situations, while being sensitive to those with different or uncertain beliefs.	✓	

## Safeguarding

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

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)