



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

SCHOOL NURSE

CLOSING DATE 9.00am Wednesday 22 February 2023



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we are celebrating our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE



Due to an increase in pupil numbers we are looking to appoint an additional, school nurse to work in the school's well-being hub.

The well-being hub is an integral part of the school and is run by a small team of qualified nurses providing professional care and well-being support to all pupils and first aid to all members of the school community, in accordance with the NMC guidelines and the school's policies.

Using a holistic approach, the role includes health promotion, immunisation, involvement in PSHEE and working alongside teaching staff delivering excellent pastoral care to 1100 pupils.

The successful candidate will be highly motivated, able to work independently and be passionate about children and young people's health. They will have a registered general nursing qualification with current NMC registration, have relevant experience of working with children (experience of working in a school would be an advantage) along with excellent communication and interpersonal skills.

Key responsibilities

Management / professional

- Adhere to the Nursing and Midwifery Council (NMC) Code of Professional Conduct

- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils
- Uphold medical confidentiality in line with our legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely, always with regard to CFC safeguarding policy and procedures

Nursing care

Provide appropriate nursing care and medical support according to need for all pupils, staff and visitors within the NMC guidelines. This will include:

- Review as necessary all health/medical policies for the school
- Maintain accurate, confidential and safe medical records using the pupil database and pastoral and safeguarding management system
- Liaise with parents to produce specific care plans for individual pupils with health conditions where necessary, and distribute to relevant members of staff
- Advise staff on specific health and medical information regarding pupils as necessary
- Arrange and facilitate a range of immunisations for pupils as required
- Store and administer medicines in line with school policy and NMC guidelines, and maintain appropriate records

- Ensure that the medical room, facilities and first aid kits throughout the school are maintained to meet CFCS requirements by regular inspection of stocks and dispensing records
- Provide confidential advice and counselling support to pupils and staff where appropriate
- Advise and liaise with staff taking pupils out of school on visits/trips on specific health/medical requirements and risk assessments
- Record accurate Accident Report Forms in accordance with the school's First Aid policy and RIDDOR guidelines
- Serve as a member of the Health & Safety Committee
- Assist with health policy planning and implementation as required

Pastoral support

Work with the heads, deputy head (pastoral) and other pastoral staff to devise and implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported. This will include an offer of open access 'drop in' sessions and working with other staff to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect.

Health education

- Play an active role in health promotion through the planning, delivery and support for the school's PSHEE programme
- Provide training, support and advice for teachers and other staff on specific health needs/issues as required such as First Aid, sexual health, self-harm, diabetes care, anaphylaxis and the use of auto injectors and inhalers
- Advise on, and arrange for, staff to attend first aid training and re-training in line with the school's First Aid policy, and maintain correct level of trained staff approved ratio to number of pupils
- Maintain an involvement in and awareness of health and safety issues within the school affecting staff, pupils or the environment

You will also be required to undertake any other duties that may reasonably be requested by senior management.



THE PERSON

The successful candidate is likely to have the following characteristics:

Qualifications and experience

- RGN or equivalent
- NMC registered (registration must be current)
- Minimum of GCSE (or equivalent) in English and mathematics at level A-C
- Excellent verbal and written communication skills
- Experience working with children in a school environment
- Evidence of maintaining and improving professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools
- Good IT skills including Outlook, Word, Excel
- Database and systems experience

Knowledge

- Good clinical knowledge of the medical needs of children 2-18 years of age
- An understanding of health, safety and security issues in schools
- Knowledge and experience of working with mental health issues
- An understanding of both quality and customer service as applied to work in schools

Skills and abilities

- Ability to organise own work, to prioritise tasks and keep to deadlines
- Ability to work independently as well as part of a small team
- Passionate about children and young peoples health
- Ability to be flexible and respond effectively to the unexpected
- Approachable with the ability to communicate and interact effectively with all contacts
- Maintain confidentiality
- Ability and willingness to carry out instructions





WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads used for the road cycle races at the 2012 Olympic Games.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Benefits include 50% discount on school fees, 3 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions

Hours: In order to staff the care centre beyond the normal school day our ideal hours would be 9am-6pm Monday to Friday however we are flexible and will consider job share arrangements. Please indicate on the application form your preferred working pattern.

Paid holidays: 25 days plus 8 bank holidays (pro rata, to be taken during normal school holidays)

Salary: RCN band 6

Pension: Group personal pension scheme (the school contributes 12% with 3% employee contribution – via salary exchange) available from the start of employment



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierly.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Closing date: Wednesday 22 February 2023

Interviews will be held week commencing 27 February 2023



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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