

# North London Collegiate School



**BRIEFING DOCUMENT AND JOB PROFILE**

**SCHOOL NURSE**

## **ABOUT NORTH LONDON COLLEGIATE SCHOOL**

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge and Ivy League success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and the Good Schools Guide wrote that NLCS is 'Possibly the best advertisement for girls-only education in the country'

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of several international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub', The school is co-educational offering both boarding and day spaces; it currently has approximately 1,300 pupils. NLCS Jeju offers the IB Diploma to all students in the Sixth Form, regularly achieving an average Diploma points score of 37-38 points to rival top-performing jurisdictions such as Singapore.

The second NLCS overseas 'branch' school, NLCS Dubai, opened in the United Arab Emirates in September 2017 and is an all-through co-educational IB day school. NLCS Singapore opened in September 2020.

## **THE ETHOS**

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focused clubs and societies, from weekly book groups to Debating Society, to 'Young Historians' to 'Human Rights Society' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Sixth Form, in order to give students every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music and Drama are all of excellent quality and large numbers of students are involved. In the UK, the School has produced sports players at national and regional level as well as nationally recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts Centre in 2007, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone.

This ethos and broad range of opportunities have already been effectively recreated at our satellite schools, NLCS Jeju, NLCS Dubai and NLCS Singapore.

## **JOB DESCRIPTION FOR SCHOOL NURSE**

<b>REPORTING TO</b>	The Line Manager is the Deputy Head (Pastoral)
<b>HOURS OF WORK:</b>	40 hours per week, term time only plus INSET days (34 weeks per year)
<b>TIMES OF WORK:</b>	Monday to Friday, 8.30 a.m. – 4.30 p.m. with 30 minutes lunch
<b>LOCATION:</b>	The School Nurse is based in a modern, purpose-built Medical Centre together with a second School nurse and two School Counsellors
<b>SALARY:</b>	Up to £42,214 based on 40 hours Term Time only

### **Core roles and Key Tasks**

The role of the School Nurse is to work independently and as part of a team with the second School Nurse and the two School Counsellors and school colleagues to support the medical and pastoral care of students.

#### **Pastoral and Medical Care**

The School Nurse is responsible for the provision of first aid and medical treatment to girls and school staff throughout the school day and, on occasions, at extra-curricular activities out of school hours.

He/she is responsible for ensuring that the ordering, safe storage, usage and disposal of medical supplies, vaccines and drugs, provision of first aid kits around the school and replacement of supplies, including the issue of first aid kits for school trips.

The School Nurse is responsible for establishing and maintaining medical records for each student and, on occasions, for staff. He or she is responsible for preparing individual health plans/treatment protocols where appropriate. He/she liaises with staff, parents and external health professionals, taking issues of safeguarding and confidentiality into consideration.

The School Nurse, with the support of the school, is responsible for identifying and arranging any necessary training for their role. He/she keeps abreast of new developments in school nursing and in conjunction with colleagues, reviews and updates school medical policies and protocols as necessary. He/she provides training and information to staff in the administration of emergency treatments e.g. use of epipens.

The School Nurse reviews pre-employment health questionnaires for new school staff providing advice and support where necessary.

## **Immunisations**

The School Nurse offers immunisations to students in accordance with the national immunisation programme. He/she also offers annual flu vaccinations to staff.

## **Health Promotion**

Liaising closely with the pastoral team, the School Nurse works to raise awareness of medical and health issues to pupils and staff throughout the school. This includes teaching of students as part of the PSHE programme together with talks to individual year groups and girls participating in extra-curricular activities e.g. the Duke of Edinburgh award scheme. The School Nurse attends parents' evenings to speak about his/her role.

## **Health and Safety**

The School Nurse is a member of the Health and Safety Committee, attending termly meetings. He/she is responsible for the co-ordination of completion of accident reports and RIDDOR notifications where necessary.

The School Nurse may be required to undertake other duties as required by the Deputy Head (Pastoral) or Chief Operating Officer

## **Person Specification:**

### Qualifications:

RSCN, RN-Child or RGN with relevant experience. A First Aid at Work Certificate will be required, training can be arranged if necessary.

### Experience:

A minimum of 3 years post registration experience. School nursing experience would be an advantage or experience in paediatric nursing, adolescent health or A & E.

### Skills and Knowledge:

- Excellent communication skills with students, staff and parents demonstrating a sympathetic, supportive and professional approach;
- An understanding of Child Protection issues and best practice;
- The ability to prepare and present information to groups of students, staff and parents;
- Flexibility;
- Ability to work independently as well as part of a team;
- Computer literacy.

## **TERM AND CONDITIONS**

### **Pension**

The successful candidate will be eligible to join the School's Pension Scheme for Support Staff.

### **Staff Benefits**

Free school lunches are provided during term time. Free use of swimming pool and fitness suite. The School is a member of a BUPA group scheme; subscription is open to all staff.

### **Education**

The successful candidate will be eligible to take part in any scheme for the education of daughters which is applicable to members of staff at North London Collegiate School.

## **APPOINTMENT PROCEDURE**

If you would like to be considered for this role, please [click here](#) to complete an application form and cover letter.

## **KEY DATES**

Closing Date for applications: Wednesday 27<sup>th</sup> January at 12.00pm

*The 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 successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.*