



# **Candidate Information**

## School Nurse

February 2022

## The Medical Centre

The School's aim is to provide a caring, supportive and inclusive environment run by professional people which encourages excellence. The medical professionals play a key role in this. The Medical Centre has treatment rooms, fitted bathrooms and in-patient accommodation facilities for pupils and the on-call nurse. There is a dynamic involvement in the delivery of Health Education throughout both School sites. The Medical Centre is closely supported by the School Doctor and a visiting counsellor who play an active part.

## The Post

The post is for a registered nurse who can provide high level support to the Senior Sister in the delivery of a clinically effective and high-quality service of nursing care to pupils and staff on both Senior and Preparatory School sites. In addition, the nurse will assist with delivery of health education initiatives, health surveillance and health promotion. The post holder is expected to work in partnership with pupils, parents, members of school staff, GPs and other appropriate agencies. The nurse will share on-call duties to provide 24-hour cover during term time. The working requirement is for nine days over two weeks plus half of the on-call for about 35 weeks in total, principally during School terms. The post is non-residential and to be able to provide on-call cover the nurse will be expected to live within a 30-minute drive from the School. Occasional overnight stays will be required in the event of a boarding pupil needing to be isolated. The overall management of the medical services is the responsibility of the Senior Deputy Headmaster. The salary is circa £28,500 per annum. The annual holiday entitlement is five weeks, in addition to Public Holidays.

Consideration will be given to part time applicants. All applicants will be expected to participate in the on-call rota.

## Major Clinical Responsibilities

- Contribute to the organisation of the School's medical care arrangements on both Senior and Preparatory School sites within the School's agreed framework;
- Contribute to the delivery of a clinically effective and high-quality service of nursing care to pupils and staff;
- Provide confidential advice and support to students, including referral and/or signpost to alternative services that may be of assistance to pupils;
- Ensure that regular communication and liaison takes place with the pastoral staff and in particular the Housemasters and Housemistresses, Matrons and Designated Safeguarding Lead;

- Maintain patient confidentiality;
- Hold regular clinics for day and boarding pupils;
- Work at all times within the Code of Professional Conduct as defined by the Nursing and Midwifery Council and be conversant with the Scope of Professional Practice and other NMC advisory papers;
- Maintain personal development so that treatment, advice and information are evidence based, and in line with current legislation;
- Assist with new pupils meetings for Senior School pupils;
- Administer First Aid to pupils, staff and visitors;
- Participate in the 24-hour cover for emergencies and the care of ill boarders, instructing house staff on their care and treatment as necessary;
- Liaise with School Doctor on individual medical matters and School policy issues;
- Liaise with parents and guardians as appropriate;
- Ensure that pupils' and staff medical records are maintained accurately, confidentially and safely;
- Administer and ensure the security and control of drugs and medicines;
- Operate procedures for the control of infectious diseases and to practise within Universal Precautions;
- Act as an advocate for pupils undergoing the drug testing programme;
- Contribute to the development of nursing policies as guided by the Boarding Schools' Association;
- Ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

## Additional Duties:

- Distribute First Aid supplies throughout the School as required;
- Promote health education throughout the School;
- Provide advice on School Pathway (PSHE) programme and take part in the delivery;
- Hold and issue medication to pupils, maintaining safe storage, use and disposal and recharging items as necessary;
- Liaise with external agencies as necessary – e.g. physiotherapist, counsellor;
- Manage the completion and distribution of accident reports, including RIDDOR reports where appropriate;
- Organise First Aid training for staff;
- Provide advice to staff on pupil requirements for regular and emergency medication.

## Person Specification

- Displays confidence in own judgement but responds constructively to alternative ideas;
- Demonstrates sensitivity to School and pupil needs and wider issues;
- Communicates concisely and persuasively both orally and in writing;
- Possess excellent person-to-person skills and the ability to manage challenging situations with diplomacy;
- Able to prioritise effectively and balance competing pressures;
- Work as part of a team;
- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Able to work unsupervised and on own initiative;
- A committed interest in working with school aged children and young people and in providing a caring service to the School.

## Specific Requirements

- Registered General Nurse with a current valid registration with the NMC;

- Hold or be prepared to hold a First Aid at Work certificate;
- Knowledge of Safeguarding Procedures;
- Recent experience of caring for patients with medical conditions;
- Evidence of ongoing professional development and education;
- A cross section of relevant background experience in nursing with some paediatric experience;
- Evidence of involvement in Health Education;
- Proven administrative and ICT skills.

Candidates should have some school nursing, paediatric or A&E experience and of working within a MDT.

## Application Process

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), and a declaration of medical fitness.

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

Covering letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements.

To apply, complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Maidstone, ME17 3HL.

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms, in the absence of good reason.

**Closing date:** Friday 18th February 2022

Sutton Valence School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note: We reserve the right to appoint prior to the closing date.

## Benefits to Working at SVS

### Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes 14 per cent.



### Fee Remission



All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

### Free School Meals

All staff are provided with a three course lunch in the refectory during termtime.



## Benenden Healthcare Membership



All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.50 per month, however, the School Governors have agreed to pay up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

### Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.



### Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. At the Senior School, there are a choice of two car parks, and at the smaller Preparatory School site, there is one car park. Both sites have disabled bays available.



## The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

The Senior School, Sutton Valence School (SVS), is located in the village of Sutton Valence. It currently has 560 pupils (11–18), 113 of whom are boarders. It is a school with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Sutton Valence Preparatory School (SVPS) is an independent IAPS 2 – 11 years, co-educational, day school, situated in the glorious Kent countryside less than a mile down a country lane from SVS. There are currently 265 pupils on roll. It is a happy and caring school where the children are supported to reach their potential and they achieve impressively in both academic and co-curricular activities.



## Vision, Mission and Ethos

### Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

### Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

### Ethos

A community where each cares for all and individuality is cherished.



**Sutton Valence School**

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