

Cross Schools Medical Lead and Nurse

To submit an application please send the completed application form, a copy of your CV and a covering letter to Bridget Camden-Smith
bcamdensmith@thomas-s.co.uk

thomas-s.co.uk



Our website www.thomas-s.co.uk contains detailed information about Thomas's London Day Schools in general and Thomas's Putney Vale in particular. It will give an insight to our values, ethos, facilities, curriculum and community.

Application Details

We are now seeking an experienced School Nurse to provide medical support to our school community at our senior school site in Putney Vale. This role is combined with the post of Cross School Medical Lead responsible for ensuring the provision of high-quality nursing care, health advice and support to medical leads based across all Thomas's Schools.

Working at Thomas's is unique. What sets it apart is the overwhelming sense of belonging felt by every one of our staff. Staff at Thomas's enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring and collegial support as well as opportunities for continued professional development, further education, research and promotion.

Hours

This is a full-time role, Monday to Friday 0800 - 1730 (with a one hour lunch break) during term time.

Holidays

This is a term time only position but you will be required to work an additional 4 weeks during the holidays to prepare for the following term / academic year. Timings of additional weeks worked to be agreed in advance with the Operations Director.

Salary

£41,000 - 47,000 pa pro rata, depending on qualifications and experience.

For further details go to the Thomas's London Day Schools website:

www.thomas-s.co.uk/join-our-team or email:

bcamdensmith@thomas-s.co.uk

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to bcamdensmith@thomas-s.co.uk

An early application is advised. Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Please note that referees will be contacted prior to the interview.

Closing date: 26th October 2022

Start date: ASAP

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. The safeguarding responsibilities of the post as per the job description and personal specification.

For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

Vision

Thomas's London Day Schools are a family-run group of co-education independent schools, which seeks to provide a forward-thinking, outward looking and values-based education for children aged 2-16 years old. Our co-educational schools are based in London with Prep schools in Battersea, Clapham, Fulham and Kensington, a Kindergarten in Battersea and a newly opened Senior School for pupils aged from 11 to 16 in Putney Vale.



Cross Schools Medical Lead and Nurse, Thomas's Putney Vale

Job description

Reporting to

Co-Heads Putney Vale and Operations Director (for Cross School responsibilities)

Main Responsibilities

School Nurse, Putney Vale

To provide first aid and emergency care and treatment as necessary to pupils and staff at Thomas's Putney Vale.

Main duties

- Primary responsibility is to provide first aid and emergency care and treatment as necessary to pupils and employees of the school based at Thomas's Putney Vale.
- Liaising with the relevant pastoral teams over specific pupils.
- Providing medical cover at sport events (games and Saturday morning fixtures)
- Supporting the safe and effective management of sports injuries within school in consultation with the directors and heads of sport, including oversight of the graduated return to play protocols following concussions.
- Maintaining and updating medical records accurately, confidentially and safely in accordance with the NMC code of conduct, on the school system.
- Working with the Compliance Manager to ensure all medical policies and associated documentation for Thomas's Putney Vale are up-to-date.
- Ensuring accident reports are completed and recorded appropriately.
- Arranging transport, and, if necessary, accompanying patients to hospital.
- Ensuring first aid kits around the school are monitored and restocked at the end of each term. Supplying first aid kits for trips when necessary.

- Dispensing and storing medicines safely.
- Guiding and training staff and pupils on medical matters and processes as required.
- Liaising with relevant members of staff on issues which arise through the care of pupils.
- Managing the Putney Vale medical budget.
- Delivering appropriate training to staff and pupils as required and assisting with any other duties to ensure the smooth running of the school.

Cross-School Medical Lead

To ensure the provision of high-quality nursing care, health advice and support to medical leads and the school community. To oversee the strategic development of medical care in line with recommended best practice guidelines and to plan, deliver and evaluate nursing interventions across the schools

Main duties

- To work with the Health and Safety Manager and Compliance Manager in line with cross-school health and safety and compliance strategies.
- To work closely with the Health and Safety Manager and Compliance Manager to ensure best practice guidelines are adhered to in relation to nursing and medical care.
- To attend half-termly meeting with the Health and Safety Manager and Compliance Manager to agree projects and any budgetary requirements.
- To work with the Compliance Manager to evaluate appropriate policies and protocols and to ensure relevant staff understand these procedures.
- To work with the Health and Safety Manager and IT on the implementation of new digital solutions to support accident reporting and medication management.
- To review and maintain procedures for ensuring allergens management is in place from point of admission to departure, and ensure system is applied at all schools
- To coordinate with all schools that first aid cover is present at all sports fixtures
- To develop and maintain systems and processes to ensure a high quality of nursing and medical care for all pupils.
- To ensure relevant professional codes of conduct are adhered to.

- To keep up to date with relevant professional developments and ensure information is disseminated to the School Medical Leads.
- Ensure that other School Medical Leads are aware of and understand nursing guidelines and school policies and procedures.
- To promote health education across the schools, keep current health initiatives up-to-date and assist with staff training sessions as appropriate.
- To lead Cross School Termly Medical Meetings
- To attend the Cross-School's Health and Safety Committee meetings
- To arrange First Aid training for staff and maintain training records across the Schools
- To hold and manage the medical budget across all Schools, liaising with the Health and Safety Manager and School medical needs as required.
- Undertake other such tasks as may reasonably be assigned by the Co-Heads or Operations Director from time to time
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



Person specification

| | Essential Criteria | Desirable Criteria |
|----------------------------|--|--|
| Education & Qualifications | <ul style="list-style-type: none">• A registered general, paediatric or mental health nurse (RN Child or Adult) currently on the NMC register with post registration experience• A first aid certificate at work will be required, training can be arranged if necessary. | <ul style="list-style-type: none">• Paediatric First Aid and MHFA |
| Skills & Abilities | <ul style="list-style-type: none">• Excellent communication skills, both written and verbal.• The ability to work independently as well as part of a tem with a ‘can do’ attitude.• Strong IT skills• Experience of working with children of all ages and a demonstrable commitment to the safety and welfare of children.• Experience in use and training of AEDs. | <ul style="list-style-type: none">• Experience in providing training to non clinical staff |
| Experience & Knowledge | <ul style="list-style-type: none">• Knowledge of safeguarding procedures and legislation (KCSIE)• Awareness of current public health services and legislation• Ability to demonstrate an understanding of school protocols and policies and full acceptance of the need for compliance.• Knowledge of medical confidentiality and GDPR requirements.• Ability to work independently without medical back up on site. | <ul style="list-style-type: none">• Working within a school environment.• Minor injuries unit or practice nursing• Understanding of Child & Adolescent Mental Health issues and services• Management and control of budgets |

| | Essential Criteria | Desirable Criteria |
|-------|--|--------------------|
| Other | <ul style="list-style-type: none">• Friendly, sympathetic and supportive personality• Confident & calm when dealing with a range of accidents, issues and first aid matters• A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and complete respect for confidentiality.• Meticulous attention to detail.• An understanding of first-class customer service.• The ability to demonstrate high standards and expectations.• A commitment to getting involved in the life of the Schools | |

This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.

Our Values



Kindness



Courtesy



Honesty



Respect



Perseverance



Independence



Confidence



Leadership



Humility



**Givers,
Not Takers**

Kindness

We expect pupils at Thomas's to be kind; to be good friends to those around them, always on the lookout for and ready to support those in need of a word of encouragement or a listening ear.

Courtesy

We expect our pupils to be unfailingly courteous and polite; to have regard for the needs of others; to be responsible for the impact of their behaviour on those around them; to stand back, holding the door open, to allow adults through; to be particularly aware of the very young and the very old; not to 'hog the pavement' on school trips; to say "please" and "thank you" without prompting.

Honesty

We expect our pupils to be honest, to act with integrity at all times and to understand and uphold the rule of law.

Respect

We encourage all members of the community to respect themselves, each other, their learning environment and the wider community. We expect our pupils not just to tolerate but to celebrate difference, to respect the right of others to hold differing beliefs

or views and to develop an awareness of individual liberty. As our pupils become old enough to understand the characteristics protected by law, we look to them to challenge discrimination in all its forms and to foster healthy, positive relationships grounded in mutual respect.

Perseverance

We would like our pupils to appreciate the importance of, and to show, perseverance; to acquire a 'growth mindset' by understanding that intelligence can be developed; to embrace challenges; to persist in the face of setbacks; to see effort as the path to mastery; to learn from criticism; to find lessons and inspiration in the success of others and, as a result, to reach ever-higher levels of achievement and a greater sense of free will.

Independence

We would like our pupils to become independent learners; to work hard; to be responsible, organised and to manage their belongings effectively. In the classroom, we would like them not only to make valid contributions, but also to be good listeners, who respect and encourage the efforts of their peers.

We hope that, as a result of their lessons at school, our pupils will begin to take responsibility for their personal learning, reading around subjects that interest them, carrying out their own research and making full use of the many excellent resources available to them.

As a result, we would like our pupils to gain a growing sense of enquiry and wonder about the world around them; about the vast body of knowledge and skills that has brought mankind to where we are today – and about how much there is still to learn.

Confidence

We expect our pupils to acquire self-knowledge by encountering both success and failure in an environment of support and encouragement, both at school and at home. Consequently, they should be 'comfortable in their own skin', full of self-confidence, yet always free of arrogance, and able to make sound judgements. We would like our pupils to become their best selves, not a second-hand version of someone else.

Leadership

We aim to equip our pupils to lead by example and to recognise service as a powerful form of leadership; to be prepared to stand out from the crowd;

to be the first to respond to someone in need; to stand up for what they believe to be right; to challenge what they know to be wrong; to risk making an unpopular decision, if they believe it to be for the greater good; to earn the trust and respect of others. We hope that our pupils will experience at an early age the opportunities and challenges of leadership.

Humility

Notwithstanding their confidence, our pupils are expected to retain a sense of humility; to be without arrogance; to be conscious of the advantages they enjoy and to show gratitude for them by putting them to best use by helping others. We hope that all our pupils will acquire a sense of the eternal and that this will inform their perspective of their place in the world.

Givers, not Takers

Above all, we would like our pupils to be givers, not takers; to show generosity of spirit; to use their skills and talents first for the benefit of others. We hope that our students will leave their school with a strong sense of social responsibility, set on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.



**Be Kind
Be Thomas's**