

SEVENOAKS SCHOOL

JOB DESCRIPTION



School Nurse/Paramedic *(Part-time, Term-time only)*





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local

community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction and due to open in 2023.

The Health Centre

This is an exciting time to be joining our Health Centre. We are in the process of expanding our services to 24-hour care. We have just moved to larger premises with panoramic views of Knole park. Our Health Centre



consists of two consulting rooms, a student wellbeing area, staff bedroom and office with a relaxed kitchen/diner area. Upstairs we have a suite of five rooms to accommodate 11 sick or infectious boarders that need close nursing care or isolation due to infection. We are set in beautiful grounds and have direct access to the gardens and orchards. We are open during the term time and occasionally by prior arrangement we open during the school holidays.

The Health Centre is integral to the smooth running of the school and a valued part of the school's pastoral system, assisting in meeting both the physical and emotional needs of our students and staff. We operate an open-door policy where students and staff can visit us at any time during the day if the need arises. We are a friendly team, who very much enjoy working with our students, staff and parents.

We are currently a team of five Nurses, one Administrator and one Senior Clinical Support Worker. We work on a rota and currently cover the hours of 8am – 5pm. We work closely together in a busy environment.

We envisage the new working 24 hour shift patterns to be 1 Nurse/Paramedic 8am to 4pm Monday to Saturday, 1 Nurse/Paramedic 8am to 6.15pm Monday to Sunday and 1 Clinical Support Worker 8am to 8pm Monday to Saturday and 12pm to 8pm Sunday. We expect the night shift to be covered by 1 Nurse/Paramedic Monday to Sunday 6pm to 8.15am and it is expected the individual will be sleeping between 11pm and 7am. There will also be the continued admin support 8am to 5pm Monday to Friday and in addition the Senior Nurses will continue to share 27 hour of admin hours.

We want the new 24/7 Health centre model to be in effect from 29 August 23.

Reporting to

The Nurse/Paramedic reports to the Lead Nurse.

Main Duties and Responsibilities

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Caring effectively for the health and wellbeing of the pupils and staff.
- Working closely with Parents, Boarding House staff, Teachers, Safeguarding team, Counsellors, Physiotherapists, Specialist Doctors, Health and Safety team, Catering department and Learning Support to support this.
- Assessing, prioritising, treating and caring for students with minor illnesses, minor injuries, and mental health first aid.
- Administration of over-the-counter medication and prescribed medication. Administer Entonox under PGD. Ensure all prescribed medication has a risk assessment for the student/matron to administer.
- Writing and monitoring of individual health care plans and mental health action plans.
- Supporting students with chronic medical conditions.
- Always championing the wellbeing of the student.
- Running GP clinics Monday to Friday.
- Ensuring all new Boarders have a Health Check in a timely and efficient manner.



- Maintaining accurate documentation of both NHS and School records in line with data security and NMC guidelines.
- Promoting confidentiality and informed consent in line with RCN and NMC guidelines.
- Having a good understanding of safeguarding issues, particularly in relation to education and boarding schools. Always working within school safeguarding guidelines.
- Taking part in health promotion within school. Running immunisations programmes, presenting classes within the Relationship and Sex Education curriculum, anaphylaxis training.
- Preparing teachers to safely care for their student whilst on school trips.
- Occasionally accompany students to hospital appointments or A&E/MIU.
- Working within infection prevention policies and guidance. Reporting issues of concern and support others to do the same.
- Maintaining their NMC/HPCP registration. Nurses/ Paramedics are expected to attend study days as required and fulfil mandatory training. This is usually appraisal led.
- Working independently overnight and at weekends.
- The post holder is expected to always behave calmly and professionally. Complying to relevant policies and procedures to their post.

Person Specification

Essential

- Experienced Qualified nurse RGN or RSCN or

Paramedic registered with the HCPC.

- Warm and caring.
- Able to work alone and make decisions independently.
- Enjoys working with teenagers.
- Experience of working in a team to support the child and their family.
- Proficient IT skills. Where possible the team works to a paperless system using ISAMS software. The individual must be competent in entering and saving data, writing and replying to emails via outlook. The team regularly use shared online documents, excel spreadsheets and word documents. Training in our software systems will be provided.
- Willing to be flexible to work a shift pattern of evenings, nights and weekends.

Desirable

- Experience of assessing and prioritising care for minor illness, minor injury and mental health first aid. Appropriate training may be available.
- Experience of supporting and promoting young people's emotional wellbeing.
- Experience of working in a busy environment. Being responsive to fast changing priorities.
- Experience of working with adolescent children.
- Experience of working within a school environment, with international student and Boarders.
- Previous experience in Emergency Department nursing, Child nursing, Practice nursing or Paramedic practise.



Hours

Shifts required:

- Day Shift: Monday 8am to 8pm (12 hours) including one hours paid lunch.
- Night Shift: Thursday night 6pm – 8.15am (14.25 hours), including 20 minutes paid break. There will be a sleep shift 11pm to 7am (8 hours). The sleep shift will be paid at the sleep rate.
- Day Shift: Saturday 8am to 4pm (8 hours), including one hours paid lunch
- Day Shift: Sunday 8am to 6.15pm (10.25 hours), including one hours paid lunch

Due to exeat and half terms the weekend shifts will be 24 weekends per annum. A rota may be considered for the weekend shifts, at a maximum of 12 shifts per year.

We are looking for either a Nurse or Paramedic to cover these shifts with the current team. These will be set weekly shifts rather than a shift rota pattern.

During the night shift the Nurse/Paramedic is present to monitor and care for sick students. It is expected they will be able to sleep, with a bedroom provided onsite, but deal with emergencies if the need arose on an exceptional basis.

We require a commitment of at least two shifts a week, ideally 1 day and 1 night.

There may be a small amount of flexibility to these

hours for the right candidate.

This is a term time only contract which equates to 34 weeks of the year. The definition of term-time working includes the whole of the week in which terms begin and end and excludes half term periods.

Occasionally there may be a requirement to be on call and /or provide some provision in the school holidays. Notice would be given to those willing to volunteer. There may also be a need for the team to cover unexpected absence from the night shift, or to provide oncall services over night. This would be on an exceptional basis and for those who volunteer.

Salary and Benefits

Salary

The rate of pay for any day work will be £17.77 per hour based on an FTE of £36,951.20.

The rate of pay for the sleep shift 11pm to 7am will be £14.80 per hour based on an FTE of £30,787.01.

Annual salaries will be dependent on the shift patterns worked but payment for shifts are below:

Day Shift 1: 8am to 4pm (8 hours) = £136 per shift

Day shift 2: 8am to 6.15pm (10.25 hours) = £174.25 per shift

Night Shift 3: 6pm – 8.15am (14.25 hours), including sleep shift 11pm to 7am (8 hours) = £218.49 per shift



Benefits

- As this is a term-time role, payment for the pro-rata annual holiday entitlement of 33 days including bank holidays (34 days in 2023) will be included in the salary offered.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

Note

This job description is not intended to be a comprehensive statement of procedures and

We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying

out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide

you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

The closing date for applications is 08/10/2023 at 23:59.

Please indicate on your application form which shifts you would be interested in.



The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and

seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.