ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A SCHOOL NURSE

Welcome to St Mary's School Ascot

Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress

The Vision and Ethos of our School

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- Developing in each pupil a love of learning and independent thought through a rigorous academic education.
- Promoting a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- Encouraging each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- Fostering a partnership between parents, school and the wider community.
- Inspiring in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- Following in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.

Our Key Features

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.

About The School

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk

About The Role

St Mary's is seeking to appoint a part-time School Nurse for immediate start.

The Health Centre

The Health Centre plays a vital role in caring for pupils in our busy full boarding school and supporting the pastoral, wellbeing and safeguarding needs of pupils during the day and overnight. It is located in the school's main building. The Health Centre has ten beds for pupils, a nurse's office, doctor's office, consulting rooms, waiting room, kitchen and bathrooms. The School Doctor holds surgeries at the school twice a week, and all pupils are registered with a local surgery as NHS patients. We have two visiting counsellors, who see pupils in the Health Centre and work closely with the medical and boarding teams, as well as other visiting professionals such as an Osteopath. The Health Centre team is supported by a part-time administrator and two part-time Healthcare Assistants.

Person Specification

We are looking to appoint a female (Occupational Requirement), qualified and registered nurse who is enthusiastic and proactive. They must have a good sense of humor, sound common sense and a genuine interest in and a liking for young people. They should also have highly developed interpersonal skills and ideally, experience with young people in schools or other paediatric settings.

The Line Manager for the School Nurse is the Senior Nurse.

Main Features of the Role

- Work as part of a team of five nurses, a part-time Health Centre Administrator and two part-time Healthcare Assistants, providing continuous ongoing cover for the Health Centre during term time;
- Care for pupils when on duty in the Health Centre, under the leadership of the Senior Nurse;
- Actively collaborate with boarding staff and parents to promote good physical and mental health and wellbeing for all pupils, including supporting the school's Skills for Life PSHE programme as required under the direction of the Senior Nurse.

Responsibilities

- Work as part of the nursing team providing a high standard of professional medical care for all pupils;
- Maintain consistently high standards of clinical practice;
- Ensure that individual medical care plans are developed and written for pupils as necessary under the guidance of the Senior Nurse and in consultation with the pupil's Head of House, the Head of Boarding and the SENDCo as appropriate;
- Ensure that risk assessments are carried out as appropriate for individual cases, such as pupils requiring a wheelchair or crutches, or those with other diagnosed medical needs;
- Carry out training and professional development as directed by the Senior Nurse to ensure that annual revalidation with the NMC is achieved;
- Support the childhood immunisation programme carried out in school by the Berkshire School-Aged Immunisation Team;
- Maintain pupil medical information accurately and securely and ensure it is shared appropriately, having regard to medical confidentiality and data protection;
- In liaison with the nursing team, to contribute to the writing and reviewing of medical policies and procedures according to statutory regulations, ensuring they are kept up to date;
- Ensure that accurate records are kept of all pupil visits to the Health Centre, including scanning in and out through the FastVein system;

- Order medical supplies and prescriptions and monitor school first aid kits under the direction of the Senior Nurse;
- As part of the nursing team, to ensure compliance with statutory medical, safeguarding, Health and Safety and Data Protection requirements;
- Contribute to plans for the strategic development of the Health Centre and the services provided for pupils;
- Undertake specific responsibilities within the nursing team, such as for asthma or immunisations, as allocated by the Senior Nurse;
- Participate in training to recognise and respond to medical emergencies such as asthma attacks, allergic reactions (including anaphylaxis) and matters pertaining to diabetes and epilepsy;
- Attend all whole staff meetings, including INSET;
- Attend regular Health Centre team and individual meetings with the Senior Nurse;
- Communicate promptly and efficiently with parents;
- Communicate as necessary with the School Doctor and GP Surgery;
- Work as part of the Health Centre team to ensure that all necessary medical information and supplies are provided for school trips, such as first aid kits, EpiPens and inhalers;
- In the absence of the Senior Nurse, to attend the half-termly meetings of the Health and Safety Committee and the SEND Committee as needed;
- Help ensure compliance across the school with the ordering, dispensing and disposal of medicines, including meticulous and accurate record-keeping of medicines kept and dispensed in school.

Other duties:

- Ensure that the Health Centre systems, policies and practices meet the requirements of the National Minimum Standards for Boarding (NMS), the Independent School Standards Regulations (ISSRs) and Keeping Children Safe in Education, under the direction of the Senior Nurse;
- Develop and maintain excellent working relationships with boarding staff, including Heads of House, Residential Staff and the Head of Boarding;
- Provide appropriate medical advice and guidance to pupils, parents and staff;
- Liaise with external medical professionals, including private healthcare providers, to ensure an excellent standard of care and communication for all pupils;
- Support the provision of PSHE and Relationships and Sex Education through the PSHE programme, including delivering some aspects of the curriculum and advising on content, updates and focus;
- Attend courses for professional development as agreed with the Senior Nurse;
- Carry out any other duties as reasonably required by the Headmistress.

Working at St Mary's

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a part-time, term time only appointment.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. £16,140 per annum.

Working Days and Hours. The Health Centre nurses work a fixed shift pattern each week during term time as agreed with the Senior Nurse before the start of the year. The successful candidate will be required to work the following shifts:

Friday from 3.45pm-10.00pm and Sunday 8.00pm-8.00am (Monday)

Additional Days. All staff are expected to attend the days of Staff INSET at the start of each term.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first three months of employment is a probationary period and during the probationary period the notice period by both the job holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be two months.

Pensions. The job holder will be auto enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy a meal when on duty. This privilege is currently provided free of charge but this is kept under review and the school reserves the right to change the arrangement.

How to Apply

Please complete the online application form selecting School Nurse from the drop-down menu.
https://www.st-marys-ascot.co.uk/recruitmentapplicationform/

Applications will be considered upon receipt. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.

St Mary's School Ascot

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