



# RMS FOR GIRLS

## JOB DESCRIPTION

### **SENIOR REGISTERED SCHOOL NURSE (SRSN)**

#### **THE SCHOOL**

RMS is a leading independent girls' day/boarding School with around 950 pupils aged 2 to 18 and over 310 teaching and support staff, situated on a 300-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff alike to share a commitment to self-improvement and personal development.

#### **THE ROLE**

Reporting directly to the Deputy Head – Pastoral, the Senior Registered School Nurse is expected to ensure the Health Centre provides a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community.

The Health Centre provision will support and promote the School's ethos, aims and objectives and will be in accordance with the current NMC Code - 'Professional standards of practice and behaviour for nurses, midwives and nursing associates' and in line with the current RMS school policies. The SRSN will be responsible for line managing other members of the Health Centre team including nursing and administrative staff.

#### **JOB SPECIFICATION**

Duties of the post holder will include the following key areas. The list is not exhaustive and the SRSN may be asked to carry out other duties within the medical remit:

##### **1. Student and community:**

- Take a leading role in the management and response to serious mental health cases. Liaise with families and outside professional agencies on behalf of the Heads of Year and School Pastoral team in response to serious mental health issues e.g. suicide, depression, eating disorders.
- Arrange and lead case meetings, ensuring inclusion of relevant colleagues (internal and external) and appropriate communication within the team. Ensure a consistent approach is maintained across the school and keep the Pastoral Team informed of relevant updates in mental health care. Undertake Level 2 Safeguarding Training and report Child Protection concerns to the DSL.
- Provide quick and effective first aid and emergency treatment to all members of the School community as necessary. Ensure the first aid boxes are appropriately stocked and available as required.
- Provide guidance and support to the nursing team, in order to provide an effective medical service. To ensure optimal pupil health and wellbeing allowing pupils to fully participate in active school life.

- Maintain nursing records to a high standard ensuring confidential and accurate recording of medical and personal information in line with RMS policies.
- Ensure prompt, effective communication with parents and staff particularly in response to Safeguarding issues.
- Offer daily drop in clinics for boarding pupils and provide confidential health advice and care on physical illness and mental health issues for all pupils in line with RMS policies.
- Independently assess, implement and evaluate patient care of sick or injured pupils admitted to the medical centre during the daytime.
- Take responsibility for supporting pupils with chronic and acute medical conditions and formulating student health support plans in liaison with the community primary health care teams, Heads of Year and the Pastoral team.
- Risk assess and initiate management plans for pupils who have mental health requirements in order to support student safety and wellbeing.
- Ensure the medical/pastoral team have the skills and capabilities required to provide an efficient medical provision.
- Liaise with the school trip team to risk assess and identify the medical requirements of individual pupils with medical conditions and mental health needs for school trips.
- Work closely with/update and advise the Boarding house staff, Heads of Year, Form Tutors, SENCo and Heads of Department where necessary; regarding students who have specific medical conditions or mental health needs.
- The boarding team may contact the Senior Registered Nurse outside of normal working hours for expert advice or intervention regarding urgent medical issues.

## **2. Departmental management:**

- Produce and manage a yearly budget to support the departmental needs, managing expenditure as agreed.
- Regularly review the medical provision and practice to identify the need for change and discuss relevant changes with the appropriate individual or department.
- Produce the duty rota in order to ensure the Health Centre has good nursing cover when necessary to suit the needs of the school community, including special events.
- Liaise with the Deputy Head – Pastoral, to manage appropriate cover for the unit and inform HR on the occasion of staff sickness/absence in accordance with RMS policies.
- Take responsibility for the recruitment and selection of staff to meet the School's needs.
- Liaise directly with outside agencies in order to provide the best possible health care for pupils. Specifically GP, dental and optical care for boarding pupils in line with current boarding standards.
- Ensure the medical policies are current and updated as necessary.
- Be aware of health and safety issues and school policies in the implementation of the daily medical practice. E.g. safe storage and administration of medication, ensure the nursing team are aware of infection control, PPE and the safe disposal of clinical waste and sharps.
- Responsible for the administration surrounding the accident book records, ensuring incidents are investigated appropriately and reporting incidents and near misses to RIDDOR. Attend, respond actively and provide reports for the Health and Safety team meetings
- Ensure the RMS AED's, generic Salbutamol inhalers and Adrenaline auto injectors are maintained and safely stored in line with the appropriate RMS policies.
- Responsible for the maintenance and implementation of the RMS medication storage policies.
- Liaise with local health authority and other immunisation teams, to facilitate the relevant administrative clinics in line with the childhood immunisation programme.

### 3. Team management:

- Management of the medical team, ensuring that the team is well motivated, customer-focused and working effectively, setting high standards of performance and measurable outcomes.
- Take accountability for the recruitment and induction of medical staff, ensuring training and professional development needs are identified and met
- Review medical processes and identifying possible improvements.
- Guide, support and develop the medical team in their daily roles
- Work with individual team members through regular written reviews, identify their specific needs for personal and professional development.
- Manage performance, motivation and development of staff through annual appraisals and regular meetings. Ensure all staff have measurable objectives and that schemes for development are put in place.
- Manage an open culture of learning and development where self-review is encouraged and the quality of practice is the principal focus.
- Manage and record staff sickness and annual leave.
- Provide medical induction for new staff, medical awareness sessions and specific guidance for medication administration and storage training for other RMS staff as required.
- Promote best practice to ensure confidentiality and compliance with the School's safeguarding and data protection policies.

### PERSON SPECIFICATION

#### Education and skills:

- Current NMC registration
- Diploma, Degree or Registered nurse qualification

#### Essential Skills and Experience:

- A good knowledge of the current NMC Code - 'Professional standards of practice and behaviour for nurses, midwives and nursing associates'
- An awareness of current medical issues and guidelines
- A proven track record of producing accurate and reliable work to deadline is essential
- IT skills (Microsoft Office packages including outlook and word)
- Good numeracy/literacy skills
- Experience of managing staff
- Evidence of continuing professional development including taking responsibility for personal and professional development to meet the requirements of annual registration as well as ensuring best nursing practice
- First aid at work qualification
- Safeguarding awareness training
- A full UK driving licence

#### Personal Attributes:

The successful candidate will need to demonstrate that they are:

- compassionate, with a desire to help others with diplomacy and sensitivity
- self-motivated, pro-active and flexible in their daily approach to the team's activities.
- driven, and has the ambition to develop the medical provision to be the best that it can be through robust management and leadership of the medical team and its functions
- flexible in their approach to working hours.
- able to work well in a team
- approachable and friendly

- motivated, able to use their own initiative and a self-starter
- organised and methodical
- able to see the bigger picture
- accurate with a high level of attention to detail
- able to communicate well both orally and in writing to a range of audiences

### **TERMS OF EMPLOYMENT**

The terms of employment include:

- A permanent contract working term time + 2 weeks during the school holiday.
- 40 hours a week. Hours are negotiable, between 7.00am - 4.30pm. Part Time (minimum 32 hours) will be considered upon request.
- Salary up to scale point SL7 (£28 per hour) depending upon experience and qualifications. (£48,384 per annum, based on 40 hours per week, Term Time + 2 weeks)
- Support Staff Pension Scheme.
- Free lunches when the School's catering facilities are open.
- Free car parking.
- Use of the gym when open.
- School fee discount – subject to terms and conditions of the policy.
- Access to an Employee Assistance Programme.

### **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement 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 they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

### **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.