



REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL



School Nurse

Closing date: Monday 27 June 2022

Redmaids' High School: A company limited by guarantee, company number: 5165135. Registered Office: Westbury Road, Westbury-on-Trym, Bristol, BS9 3AW. Registered charity number: 1105017



Job Role: School Nurse

Reports to: Assistant Head Pastoral

Accountable to: Head and School Governors

About the Role

We are looking to appoint a fantastic part time school nurse to join our existing medical provision. Our friendly school nurses are hugely important in the day-to-day smooth running of the school. They are an integral part of the pastoral team, working closely with heads of year and senior the management team to support students' mental and physical well-being.

They work very closely with external agencies such as CAMHS, specialist nurses and Bristol Children's Hospital to support students and their families in and out of school. They are the first port of call for students and staff who are feeling unwell or are injured and support students with longstanding physical and mental health needs. They are involved in the planning and delivery of our forward thinking PSHE programmes, across both junior and senior schools.

Our whole school community hugely values the welcoming atmosphere and open-door policy at our medical centre and our nurses are very busy all around on our beautiful school site. They are a familiar and friendly face to everyone.

This a term-time only post. Our working day is 8:15 - 4:45. The current post is up to 3 days per week including Thursday and Friday.

Informal enquiries are very welcome to visit the school and medical centre prior to interview. Please contact Roz Watson, Lead Nurse on r_watson@redmaidshigh.co.uk

Key Responsibilities

- To provide a high-quality- evidence based nursing care to pupils, staff and visitors.
- To have overall responsibility for the day-to-day running of the Medical Centre in the absence of senior staff.
- To ensure the highest levels of care for the school community, with responsibility for the strategic development of the Medical Centre following best practice guidelines from the Royal College of Nursing, Paediatrics, Independent Schools Association and other regulatory bodies as necessary.
- To deliver first aid/emergency/nursing care for all pupils, staff and visitors as required To provide ongoing nursing care and regular assessment of unwell pupils admitted to the Medical Centre.
- To keep first aid kits and defibrillators around school maintained and appropriately stocked/registered where applicable. To provide first aid kits for off-site school trips.
- Document all Nursing interventions on the school CPOMS System.
- To ensure opportunities for improvement are identified and implemented where appropriate, recognising and responding to the changing School community and Medical Centre requirements.



- To ensure staff are kept up to date with statutory training to include Adrenaline Auto Injectors, Inhalers and Defibrillator. Provide training for staff on supporting children with specific medical needs in School such as Diabetes, Cystic Fibrosis and Crohns.
- To create and update Care Plans for staff and students with additional medical needs. Liaising with relevant health professional to support students in school.
- To ensure an appropriate level of cover is made available for the provision of an efficient and effective Nursing service that always meets the needs of the School.
- To manage the Medical Centre budget alongside other nursing staff.
- To audit, review and update or implement medical and first aid policies, risk assessments, protocols and procedures as well as health and medication recording.
- To renew Nursing registration every year in line with the NMC revalidation procedure. Also maintain portfolio of learning. Maintain up to date Clinical and Nursing skills, knowledge and competencies by attending regular approved training, reading and clinical working in the NHS (if appropriate).
- To ensure that NMC code of conduct is followed at all times.
- Keep up to date with practice and professional development to fulfil the revalidation criteria set down by the NMC.
- To provide confidential listening service to students and staff. Confidentiality is an important factor in building trust between professionals and young people. Systems for recording and documenting consultations must reflect professional and legal guidance governing information sharing (NMC, 2015).
- To Co-ordinate and ensure the smooth running of any immunisation programmes and procedures relevant to the school population and individuals, working with Community School Nurses and Public Health England.
- To manage the process for new pupil registration to the Medical Centre, ensuring the appropriate medical information is received, added to the school database, and that care-plans are produced for new pupils in liaison with parents, carers and specialist health professionals where required.
- To facilitate appropriate sharing of medical information including care plans, to all who need them, including staff leading trips.
- To provide safe, secure and effective processes for the ordering, handling. Storage, administration, recording and disposal of drugs as well as safe disposal of clinical waste as per government guidelines.
- To ensure adherence to best practice in respect of Universal infection control procedures (UICP) including responsibility for keeping abreast of updated requirements with regards to COVID-19 and any future pandemics.
- To maintain cost effective controls of all clinical supplies (including ordering, storage, stock rotation and correct usage)
- To promote the wellbeing, physical and mental health of all students to enable them to achieve their holistic potential and participate fully in school life.
- To liaise closely with key staff on PSHE, ensuring there is provision and access to a range of Health promotion materials and a co-ordinated Medical Centre participation both in the PSHE programme where appropriate.
- To meet with other members of the School community on a regular basis, including operations and catering.



- To attend Staff briefings Tuesdays and Thursdays, Health and Safety committee, weekly meetings with line manager Assistant Head, Pastoral, DSL and School committee meetings.
- To follow Local Authority Safeguarding procedures for Safeguarding children.
- To advocate for vulnerable children, identify safeguarding concerns and act in the form of timely referrals to DSL, children's social care and specialist support services.
- Safeguarding – being aware of students with additional support / needs.
- Safeguard and promote the welfare of all students in and visiting the school.
- Carry out any other reasonable duties associated with the role, as requested by the Head or Director of Finance & Operations.

About the School

Occupying a spacious, green and open site near to Bristol city centre, Redmaids' High School is the oldest Girls' School in Britain with a history that dates back to 1634. Formed out of a merger between the Red Maids School and Redland High School in 2016, we are proud to be one of the the leading independent day schools in the South West.

Staff and governors of the school are united in their vision of an ambitious and caring education, which helps each and student fulfil their aspirations. We are committed to playing a proactive role in encouraging students to define and shape not only the paths they will take, but the wider world around them beyond their time with us. High standards of personal achievement are nurtured as part of a warm and supportive community, where equal emphasis is placed on independence and co-operation. Students relish the chance to consider how their individual ambitions can be realised through effective collaboration, as well as throwing themselves into a diverse range of opportunities across the school.

All members of the community are involved in the vibrant extra-curricular life of the school. Whether supporting our superb music, dance and drama productions, leading academic clubs and societies or participating in trips, there is much to enjoy for teachers and students alike in the world beyond the classroom walls. We are fortunate to have superb facilities available across the school site; our Sixth Form centre is a world-class space, while the main hall provides an outstanding venue for productions and concerts and is a beacon for performing arts across Bristol. The 2021-2022 academic year has also seen the completion of Phase 1 in our ambitious plans for sport, with the launch of 'The Lawns' and top-class facilities for hockey, netball and a plethora of other sports.

Mission Statement

Our Mission Statement is a simple one:

Redmaids' High is an inclusive community, based on happiness, aspiration, and support for others.

Our statement is supported by our Values, which outline the core aspects that will help us fulfil our mission. These are:



- To know and understand each individual student.
- To help students to understand themselves and their strengths.
- To inspire students to forge a future of lifelong learning, in all its guises

Our mission and values are simple, and deliberately so. We are proud of the achievements and destinations for all of our students, and this is the result of the hard work by all members of the community to ensure that students feel known and valued for who they are, as well as inspired about what they can be. We want all students to leave with the strong sense that they can make a difference in their world, whatever they go on to do. A student's definition of success is their own, but what we instill in them is a feeling that their sights should never be lowered by external forces.

Person Specification

The successful candidate will be:

- An efficient, pleasant and professional manner with colleagues, students, parents, governors and members of the public.
- Understanding of the pivotal role The Medical Centre plays in the School.
- The ability and willingness to work flexibly as part of a team.
- Strong verbal and written communication skills.
- Excellent customer service skills.
- Accurate IT and typing skills (ideally Microsoft Office).
- Experience of using databases (ideally SIMS).
- Confidentiality and discretion

How to apply

A covering letter of no more than two sides, addressed to the Head, Mr Paul Dwyer, should accompany application forms. Please send to Jenny Bell at j_bell@redmaidshigh.co.uk

The closing date for applications is 9.00am on Monday 27 June 2022.

Redmaids' High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Head which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.