



# Prior Park Schools

## Post: School Nurse (Part time, permanent)

Reporting to: Lead Nurse

### Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

### Purpose of the Role

We are seeking to recruit an exceptional and suitably qualified professional to provide nursing services at Prior Park College and The Paragon School.

### The Health and Well-Being Centre

The Centre occupies dedicated space at the centre of the Prior Park College campus. It provides medical, well-being, counselling, and pastoral support services to our student community of over 600, including 150 boarders who make their home at PPC during school terms and some school holidays. The centre has a consulting/treatment room, inpatient facilities, a counselling room, and a relaxation area. The Centre also offers well-being activities and emergency first aid assistance for staff.



## Contacts

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The post holder can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

## The Role

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The School Nurse (SNPT) will report directly to and be line managed by the Lead Nurse. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The SNPT plays a vital role in ensuring the needs of our students are supported. The SNPT is a non-resident position and plays a key role in the proactive health care provided by the Health and Wellbeing Centre (H&WBC). The post holder will provide all-encompassing, high-quality, and effective health and medical care during school term time. A willingness to work at weekends is essential.

Our School Nurses supervise the H&WBC during advertised opening hours and care for unwell, injured, or distressed individuals and also work with academic and support staff to identify students with any areas of concern. They will also work in partnership with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for students with more complex health needs and specific medical requirements.

The role is based predominantly at Prior Park College and if applicable some time at The Paragon School on days and times to be agreed. Travel to other locations may be required as part of wider Prior Park Schools work.

The key functions of the role are as follows:

- Alongside the Lead Nurse, ensure the safe and efficient running of the H&WBC
- Promotion and continual development of the provision of health care at PPS Schools
- Provide high quality care of injuries, illness and welfare issues for boarders, day students, staff, and others
- Provide a listening service as required for students
- Promotion of health and wellbeing of students
- Acting as Nurse Adviser to the Paragon School
- Coordinate open access drop-in sessions for boarding and day students
- Close liaison with the Lead Nurse, counsellors, Designated Safeguarding Lead, and the wider safeguarding team
- Maintaining accurate student health records
- Arranging the chaperoning of students during visits to the school doctor, A&E, RUH, physio, dentist as required
- Compliance with medication administration and infection control
- Responsibility for the control of medicines, their safe storage and administration
- Process health reports, obtaining parental consents, NHS registrations
- Administration of school records, procedures, and medical examinations
- Reporting of accidents and blood spillage
- Stock control
- Writing and updating care and welfare plans for students with special health requirements
- Under the direction of the Lead Nurse, ensuring that the standards required by the Independent Schools Inspectorate are maintained and updated as necessary
- Compliance with and reporting on the medical aspects of Health and Safety
- Assisting with new staff induction and training e.g., EpiPen, blood spillage training, First Aid training etc.
- Responsibility for own continuing professional education and staying up to date with the most recent developments in the profession



## Line Management

The SNPT has no direct line management responsibilities.

*The tasks listed above are not exhaustive. The post holder may be required to carry out other duties reasonably requested including those, which may arise in relation to Prior Park Schools and any of its constituent schools.*

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## Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with visitors and staff at all levels in a friendly and professional manner.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Qualified RGN/RN Child, registration with the NMC and current PIN</li> <li>• Membership of the Royal College of Nursing or another nursing organisation.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• An up to date First Aid certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Professional experience acquired through degree/diploma supplemented by specialist nursing experience</li> <li>• An ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions.</li> <li>• Proven experience of the operation of administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school or other educational establishment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Sound working knowledge of admin and office systems</li> <li>• Knowledge and awareness of the importance of confidentiality and data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in other areas of nursing would be advantageous, e.g.:               <ul style="list-style-type: none"> <li>▪ Paediatrics</li> <li>▪ Accident and Emergency</li> <li>▪ School Nurse</li> <li>▪ Adolescent Health</li> </ul> </li> </ul>
Skills and competences	<ul style="list-style-type: none"> <li>• Excellent written communication skills with the ability to produce high quality documentation</li> <li>• Ability to prioritise workload and at times work under pressure</li> <li>• Ability to follow direction and refer decision to others when appropriate</li> <li>• A good sense of humour</li> <li>• Excellent level of interpersonal skills to enable liaison with staff and external organisations</li> <li>• Excellent organisational skills, able to work to strict and often conflicting deadlines</li> <li>• An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships</li> <li>• A flexible attitude towards duties and working patterns to fulfil the requirements of the role</li> </ul>	
	<ul style="list-style-type: none"> <li>• A commitment to the school's ethos, aims and its whole community, and a willingness to uphold the Catholic Christian values of the school</li> </ul>	



# Prior Park Schools

## Child Protection

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Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

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In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

## Special Working Conditions

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Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the SNPT can expect to be involved in activities which may require physical exertion. They will be expected to always observe health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.