



Windlesham
House School

- Est. 1837 -

Candidate information for

School Nurse (weekends)

September 2024

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A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans
Headmaster



The role

Our dedicated medical centre provides a perfect setting for children to seek comfort, care and attention when they are feeling poorly. As part of our medical team, school nurses play an important role to ensure our pupils and staff are provided with outstanding care. Working with a team of professional nurses and our school GP, you will provide the necessary medical care as required as well as contributing to the overall care of our community.

The nurses run the medical centre which children visit with a range of issues from headaches to cuts, and sometime more serious medical problems and injuries. The role of the nurse is to assess the children, treat them when required, inform their parents, and take any further actions that may be required e.g. arranging for them to visit A&E or looking after them in one of our three medical rooms. The nurses also give pupils their regular medication and keep records of all medication and pupil visits.

Sometimes children seek out the nurses because they are upset or troubled. This is also an important part of the role and the school nurses are part of a wider pastoral team which includes form teachers, boarding staff and the DSL and DDSL.

A distinctive school where tradition meets innovation,
providing opportunities for children to be
creative, courageous and successful.





General information

Responsible to

The school nurse reports to the lead nurse

The Medical Centre opening hours

Monday to Friday	7.00am-7.00pm
Saturday	7.30am - 6.00pm
Sunday	8.00am - 10.00am & 4.00pm to 7.00pm

Assessment, reports and communications with parents

- One full-time registered nurse - lead nurse (head of department).
- Three part-time registered nurses who workday shifts including weekends.
- The lead nurse has the primary duty and reasonability to oversee the children's daily morning and evening medications and attend the weekly doctor's surgery and shares all other duties in whatever way enables the service to be delivered

Hours of work

Saturday	7.30am - 1.30pm 1.00pm - 6.00pm
Sunday	8.00am - 11.00am

Responsible to

Enhanced rates of pay for weekend working

School nurse responsibilities

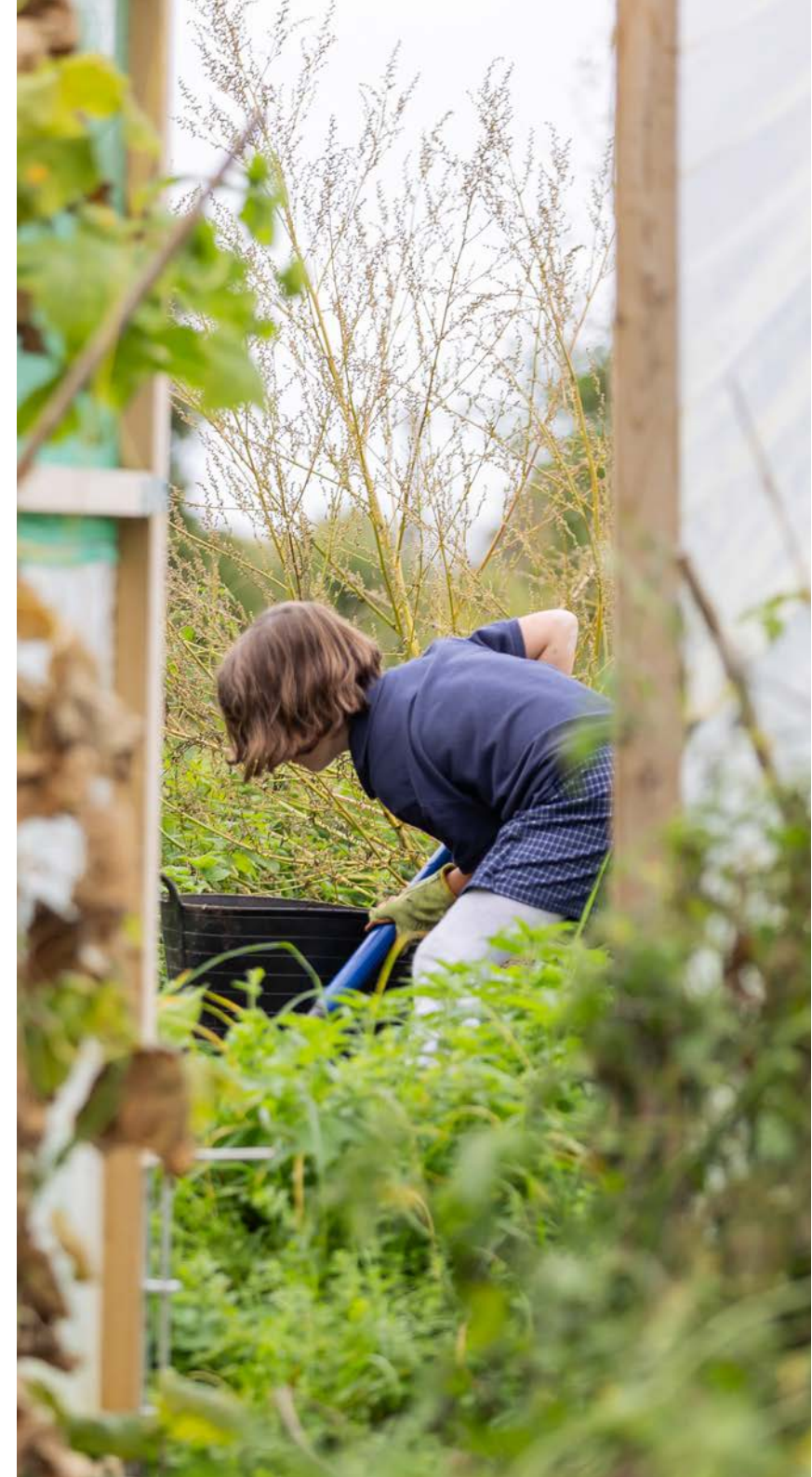
- To care for the health and well-being of all pupils
- To implement treatment and assess when referral is necessary
- To notify parents immediately about their child's health if there is cause for concern
- When on duty to keep the SLT fully informed about any developments in the children's health.
- To be on duty when there are any children on site at the beginning and end of term
- To help ensure that children are taken to outpatient's appointments and casualty by responsible members of staff and to monitor these appointments. If a child is taken to hospital and it is deemed necessary for them to stay for a prolonged period i.e. overnight, you may be

asked to attend them for a reasonable amount of time until they are settled or their parents/guardians make other arrangements

- To keep all records up to date maintaining them accurately, confidentially and safely and at all times observe the requirements of The Data Protection Act
- Record dispensing of drugs following departmental protocols and homely remedy policies. safe storage, usage and disposal of medical supplies and drugs
- To be available to talk to parents who may wish to discuss matters relating to their child's health
- To answer the school and medical centre telephones when necessary
- To attend the weekly staff meeting and meetings for, nursing staff and senior matrons when required to do so by the lead nurse
- To inform the Lead Nurse when medical supplies need reordering and maintain good order and cleanliness in the medical centre and surgery areas
- To carryout immunizations under the direction of the lead nurse
- To communicate electronically school/medical issues. These must only be sent and received using the medical centre email. The medical centre must only be accessed remotely by the lead nurse
- Report all accidents on the WHS accident database and report to RIDDOR as necessary
- Be aware of, and carryout all tasks and duties in accordance with health and safety requirements and best medical and nursing practice
- Operate procedures for infection control and safe disposal of clinical waste
- Maintain treatment room stock, hygiene and cleanliness
- Adhere to the school's child protection policies

Medical centre responsibilities

- Care for the health and well-being of all children being mindful of, and in compliance with at all times, the school's child protection policy statement
- Implement treatment and assess when referral is necessary
- Provide first aid care to all members of the school community and visitors, including other children, staff and supporters visiting the school for any purpose
- Keep the head, or in his absence the senior deputy head, deputy head (pastoral) and the bursar fully informed about developments in the medical centre
- Be on duty when there are any children on-site at the beginning and end of term





- Ensure that children are taken to outpatient appointments and casualty by a responsible member of staff.
- Organise and monitor the appointments for children to doctors, dentists and other clinics
- Liaise with the school's health advisers and where appropriate, social services
- Maintain medical records accurately, confidentially and safely at all times and observe the requirements of the Data Protection Act in so far as they may apply to the medical centre
- Keep records of all accidents and report to RIDDOR as necessary.
- Record dispensing of drugs following drug protocols.
- Notify parents/legal guardians immediately about their child's health if there is cause for concern
- Be available to talk to parents who may wish to discuss matters relating to their child's health
- Attend the weekly pastoral meeting
- Maintain stocks of the necessary medication and equipment and cleanliness in the medical centre
- Hold departmental meetings on a regular basis, maintain minutes of such, keep staff informed, and provide opportunities for discussion on Departmental issues and objectives
- Be aware of and carry out all tasks and duties in accordance with health and safety requirements and best medical and nursing practice

Personal qualifications

- Professional nursing qualification – registered nurse or healthcare assistant
- First aid certificate
- A willingness to undertake training in relevant areas of medical care.
- Clear communication skills, both oral and written
- Sensitivity – listens well and understands the needs of others.
- Self-motivation – meets objectives on own initiative
- Teamwork – flexible, co-operative, helpful, self-aware, collaborates well, ability to work alone or as part of a team
- Good organisational and computer keyboard skills
- Responsive to change
- Physically able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines



What we offer

- Scottish Widows pension scheme
- Free school lunch and refreshments during term time whilst the kitchen is operating
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- School fee discount for staff whose children are Windlesham House pupils subject to the school's normal admissions procedures

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's Child Protection and Safeguarding Policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and no vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives



How to apply

Completed applications should be emailed to hr@windlesham.com at latest by the closing date of 12 noon on Friday 19 April. Interview dates to be confirmed. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our [Recruitment, Selection and Disclosures Policy](#). If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, 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 child protection policy 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 school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including World Languages and Sports Academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our Green Plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Providing educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustaining a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encouraging pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attracting, developing and retaining exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicating and collaborating closely with parents to understand their expectations and aspirations
- Ensuring a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Headmaster