



Nurse Manager Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.



The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.

The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

We are seeking to appoint a dedicated and professional Nurse Manager to join our small, hardworking and friendly medical centre team working across the whole school. This position would report to the Vice Principal but will be responsible to the relevant member of the pastoral leadership team in each school for the care provided to their children.

This is an exciting new role joining together the medical provision across both sites with the purpose of providing consistently high levels of care for children aged 2-18. The role will also look to implement and manage the transition from paper-based records to an electronic system.

The role should look to support the Houseparents and senior pastoral staff in any way they can in order to achieve the school's objective of providing excellent standards of pastoral care and customer service throughout all interactions with parents and pupils; recognising that their role is essential in maintaining boarding standards throughout the whole school.

Main Duties and Responsibilities:

- To coordinate and manage the daily running of the Medical Centre, including line managing the staff within the centre across both school sites providing them with the information they require to do their role.
- To ensure that the high levels of care are given to all who attend the Medical Centre and ensure this is constantly reviewed to improve the service provided.
- To work closely with and establish good communication with parents, DSLs, Deputy Heads, the boarding staff and other teaching staff to ensure that the highest possible standards of care are provided across the two sites.
- To build excellent working relationships with the doctors and other agencies and professionals who attend the medical centre and work together in the interest of any pupils with health needs.

Professional:

- To adhere to the Nursing and Midwifery Council (NMC) code of professional conduct and other NMC advisory papers.
- To be responsible for his/her own professional and personal development and undertake any training required to appropriate continuing professional development
- To ensure those in the team have the opportunities for professional development required in their role.
- To practice in accordance with the School's procedures and policies.



Clinical:

- To ensure that all those attending the Medical Centre have an appropriate and accurate assessment of their health needs through effective management
- To oversee the care and first-aid provided by the staff within the Medical Centre across both sites promoting a safe environment.
- To manage sporting injuries and refer to the local accident and emergency or minor injuries unit as appropriate.
- To ensure those pupils who have specific health needs, such as anaphylaxis, have documented management plans within the school which is clearly and regularly communicated with all the relevant people.
- To identify pupils who need to be seen by the School Doctor and support the clinics.
- To coordinate and participate in the health screening and surveillance programme offered to pupils entering the school
- To oversee the coordination of the school's immunisation programme working with the local school nurse to ensure all pupils receive the vaccinations they require
- To undertake risk assessments if required.
- Provide medical advice for staff prioritising those who live on site or become ill while at work.
- To organise meetings with other school staff as required. To work closely with the school listener and counsellors ensuring there is a robust confidential referral process.
- Participate in staff meetings and INSET at MPP, MPS and MSS, house parent meetings, health and safety meetings, amongst others.
- Liaise with the Director of Sport to ensure appropriate paramedic or equivalent cover is in place on matchdays.
- Provide advice to admissions on any cases with particular medical needs.

Management:

- To ensure all team members are able to provide accurate records of any interventions undertaken within the Medical Centre and have a good understanding of confidentiality.
- To have a good working knowledge of the inspection procedure for boarding schools. To ensure that all staff working within the centre also have a good understanding of the inspection standards and that these standards are adhered to at all times.
- To participate in the recruitment and selection of staff for the Medical Centre in liaison with the School's Human Resources department.
- Provide access to the NHS IT system
- Have an overview of the medical needs of the whole Monkton Community and be able to speak



knowledgeably about any individually member of the community as required.

- Provide whole school medical advice to inform our practises
- To ensure that the Care Standards for Boarding Schools are met in accordance with the inspection process.
- To ensure all staff working within the centre have regular appraisals.
- To set-up and facilitate team meetings on a regular basis, to which all staff are encouraged to attend. Set up a process of cascading information as means of keeping all staff informed.
- Policies, procedures or guidelines will be developed to ensure the centre works within a defined framework supporting best evidence based practice. Written guidance must be up-dated as appropriate.
- To ensure the Medical Centre has a robust medication procedure and that all medications administered are appropriately documented.
- To manage the finances of the medical centre across the two sites provide working with the Vice-Principal to provide appropriate budget information

Training:

- To ensure all staff working within the Medical Centre, teachers and staff within the boarding houses, have the knowledge, skills, competency and confidence to undertake all aspects of their roles.
- To ensure the centre has a documented training schedule required for all teaching staff such as update programmes including first aid training.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. The post holder may be reasonably required to conduct similar duties given in the job description within other parts of the school.

Coaching Ethos: Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	Registered Nurse registered on part 1 of the NMC register	√	
	RCN – Registered Children’s Nurse		√
	Clean valid driving license (to move between sites) or other form of transport		√
Experience	Will need to have the professional competence and experience required to fulfil the duties outlined.	√	
	Experience of using databases, email, the internet and other IT systems.	√	
	Paediatrics / Practice Nursing / First Aid training / Asthma / A&E / Diabetes/Counselling		√
Knowledge And Understanding	Knowledge of relevant regulations and guidelines	√	
	Equal Opportunities, Health and Safety and Child Protection	√	
	National minimum standard of boarding schools or willingness to learn		√
	Understanding of how the role of School Nurse and Medical Centre contribute and align to the whole school life	√	



<p>Skills</p>	<p>Good listening skills, patience and an understanding of the emotional needs of teenagers.</p> <p>Must be able to work well with others and keep open channels of communication with other team members, parents, pupils and staff whilst maintaining professional confidentiality.</p> <p>Confident user of IT packages and systems appropriate to the position</p>	<p>√</p> <p>√</p> <p>√</p>	
<p>Personal Attributes</p>	<p>A genuine rapport with teenagers</p> <p>Good team worker; be able to shoulder responsibility and make wise decisions, be enthusiastic in the wide variety of roles and needs that the Medical Centre undertakes to meet.</p> <p>Confident and not requiring close oversight or frequent guidance.</p> <p>Warm hearted and sympathetic to deal with youngsters in distress and yet be firm and discerning.</p> <p>Full sympathy with the Christian ethos of the School and be able to consider the Christian perspective in counselling situations, while being sensitive to those with different or uncertain beliefs.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)