Mill Hill

Instilling values, inspiring minds
Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Mill Hill School

School Nurse - 40 hours per week, term time only

Candidate Information Pack



INTRODUCTION

We are looking to recruit a School Nurse to join our small and friendly Medical Team. You will work and provide a high standard of care for our pupils across the Foundation Schools'.

Closing date for applications: 9:00am on Friday 6 January 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract type

MONDAY TO FRIDAY, TERM TIME ONLY

Reporting to

FOUNDATION NURSE MANAGER

Hours

40 HOURS PER WEEK, ACCORDING TO ROTA. ALTHOUGH FLEXIBILITY IN WORKING ARRANGEMENTS WILL BE REQUIRED

Holidays

SCHOOL HOLIDAYS

Pension

CONTRIBUTORY STAKE-HOLDER PENSION SCHEME

Shift Pattern

OVERNIGHT ON-CALL ROTA

'A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. 'A very happy place to be,' is the consensus of parents and pupils.'

– Good Schools Guide Review 2020

THE SCHOOL

Mill Hill School
Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 885 pupils aged between 13 and 18, of whom 350 are in the Sixth Form.

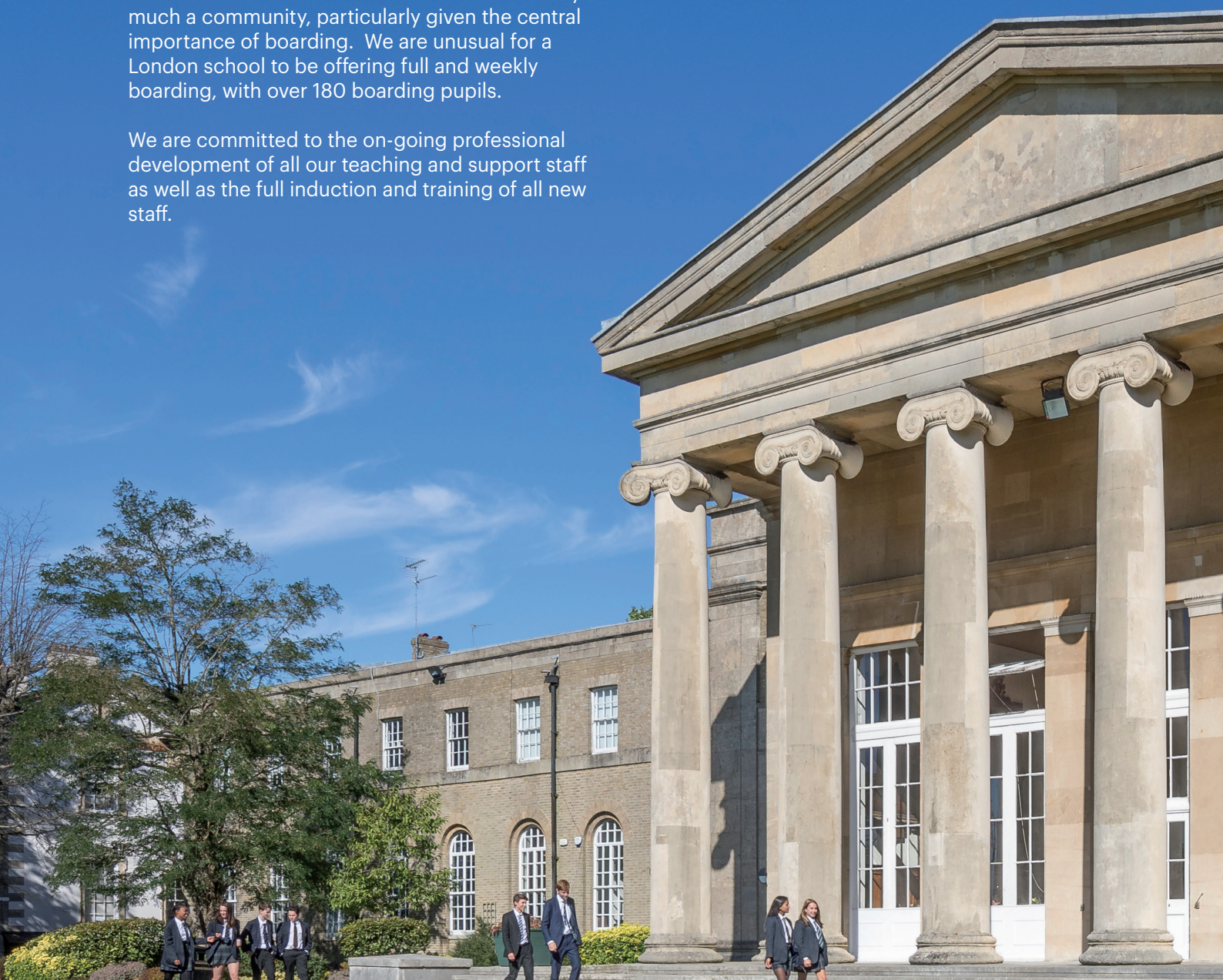
The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in north London.

We are situated in a magnificent 120-acre parkland campus on the edge of the north London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding. We are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

The Mill Hill School Foundation Ethos
The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



THE MEDICAL DEPARTMENT

The Medical Service at Mill Hill School comprises a team of RGN's, supported by an HCA and managed by the Foundation Nurse Manager, who is also based at Mill Hill School. There are RGN's and an HCA at Belmont and Grimsdell, and a qualified first aider at Mill Hill International School. Although the nurses are primarily based in one school, they may work in any of the Foundation Schools as demands on the service require. The Foundation has a team of well qualified and highly experienced psychotherapists offering counselling support. The department have links to a number of local health care professionals in a variety of specialisms.

The Medical Centre is open from Monday to Saturday from 8.00am to 6.00pm, offering a drop-in service to all pupils, in addition to follow-up care for injuries, management of on-going health needs and emotional support. On Saturday the medical team provide cover for sporting fixtures, including paramedic support for rugby matches.

The Medical Centre is housed in a dedicated building at the Mill Hill School site. In addition, each School has its own room which is well stocked with medications and equipment to respond to the most commonly encountered issues. Although the Medical Centre is not open overnight, there are rooms in which pupils can rest during the school day. Nurses also support outside immunisation campaigns, such as the nasal flu and HPV vaccinations.

Pupils attend the Medical Centre for a number of reasons, and the nurses use a holistic approach to develop individualised care. Pastoral care is very strong across the Foundation. The Medical Centre Team works closely with Housemasters/mistresses, the Pastoral team and parents and guardians to meet the physical, emotional and mental health needs of our pupils. We are occasionally called out to attend illnesses and accidents across the site. The team use every opportunity to provide appropriate health information to pupils.

There are up to 196 boarders in our four boarding houses, three of which are co-educational. Nurses play an integral part in the care of boarders, with individual nurses allocated to Houses. The nursing team support boarders' health needs, arranging medical care and appointments as required, and offer health education and promotion of healthy living.

We provide an out of hours on-call service, including Sundays, to support the duty house staff, offering telephone advice as required and occasionally to visit a pupil in House if deemed necessary. Boarders are registered with a local GP practice and we have a good relationship with the School GP's, who hold 3 surgeries on the Mill Hill School site each week, and are available for help and support.

The Foundation supports personal growth in undertaking courses appropriate to their professional development and the needs of the service.

JOB DESCRIPTION

Main Duties and Responsibilities

- Utilize existing resources to provide healthcare to pupils and staff including; both physical and mental health of pupils of the Foundation, including health checks for all new boarders
- Work alongside boarding staff to provide an excellent standard of care, including providing medical care for boarders who are unwell, as well as health promotion and support for ongoing medical issues
- Maintaining clear detailed records of all care; recording administration of medication, including Controlled Drugs; transferring and archiving of pupil records when they leave school
- Work collaboratively with the School GP, outside agencies, school staff and parents to achieve the best outcomes for pupils
- In conjunction with the Foundation Nurse Manager, provide support and training for staff in relation to medical issues
- Treat and deal with accidents and emergencies within the school
- Ensure all first aid provision, including fixed boxes and portable kits, is maintained in line with Foundation procedures
- Participate in immunisation programmes, supporting Community School Nurses where required
- To manage a group of pupils as their named nurse, ensuring appropriate care is given and care plans are regularly reviewed and updated
- Participate in the Medical Centre rota
- Participate in the on-call rota to ensure that medical advice and support is available for boarders overnight

Other:

- In conjunction with the Foundation Nurse Manager ensure the Medical Centre is fully compliant with, and operates in line with current regulations including Public Health England, the Nursing and Midwifery Council, Independent Schools Regulations and the National Minimum Standards for Boarding Schools

General

- Support the ethos of a boarding school and work in accordance with the school's aims and policies
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school
- Sharing responsibility for excellent pastoral care to which the Foundation gives high priority
- Contribute to the School Development Plan and Budget by assisting in identifying key priorities for development
- In conjunction with the Foundation Nurse Manager ensure compliance of all school administrative processes and procedures for ISI inspections
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other organisations and individuals as required
- Participate in training and development activities and programmes
- Attend, participate in meetings as required
- Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
  - » Safeguarding
  - » Health, safety and security
  - » Confidentiality, and
  - » Data Protection
- Perform any other duties as requested by the Foundation Nurse Manager as commensurate with the post

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

PERSON SPECIFICATION

Experience and Knowledge

Essential

- Registration with the Nursing and Midwifery Council
- Evidence of being an excellent practitioner
- Work professionally to the NMC code
- To demonstrate knowledge of latest specifications and regulations applicable to School Nurses
- Ability to analyse situations and problems and suggest strategies for improvement
- Excellent verbal and written communication skills, and strong stakeholder management skills
- Strong organisational and planning skills
- Excellent time management skills and ability to multi-task and prioritize work
- Experience of working in a fast-paced environment
- Attention to detail and problem solving skills
- Proficiency in MS Office (MS Excel, MS Word and MS Outlook) database packages and internet systems
- First Aid at Work Certificate or willingness to undertake it

Abilities, Skills and Attributes

- Ability to build and form working relationships with pupils, parents and colleagues, to work across operational boundaries
- Be able to manage and lead as well as work as a member of a team
- Demonstrate attributes of discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be creative problem-solver with the ability to think ahead
- Have good negotiation skills
- Excellent organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate a co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst ensuring the delivery of a high standard of care

HOW TO APPLY

1. If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

View Online Page

2. Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Friday 6 January 2023.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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