INFORMATION FOR APPLICANTS
The School

Barnard Castle School is a fully co-educational school for pupils aged 11-18. It has its own Preparatory School for boys and girls aged 4-11, situated on an adjacent site. There are 500 pupils in the Senior School and a further 200 in the Prep School. The School accepts both day pupils and boarders, the latter currently numbering 150.

While academic achievement lies at the heart of what we do, as a Christian foundation we never forget the importance of fostering mutual respect and decency amongst our pupils. We believe that all our children have something to offer, and we are driven by a desire to find areas where each of them can excel. Every term we offer an extensive programme of extra-curricular activities and we are as proud of those who play chess for their House as those who play rugby for their country.

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils’ achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

The Medical Centre

The Medical Centre is situated within the Junior Boarding House, Old Courts. In a central location between Senior and Prep school and adjacent to the playing fields where sports fixtures take place. The Centre has consulting and treatment rooms as well as the facility for sick children to ‘bed down’ under supervision when required. The Centre operates from 08.00 – 17.00, Monday to Saturday. The School Medical Officer attends each weekday morning to provide a GP surgery for the boarding community.

The Position

Barnard Castle School is seeking to appoint an experienced School Nurse to work in the School Medical Centre to cover maternity leave for our current School Nurse.
Job Description

Position: School Nurse (Maternity Cover)

Effective date: 1st September 2017

Department: Support – Nursing & Matrons

Reporting To: School Medical Officer and Assistant Head Pastoral

Responsible To: Director of Operations

Purpose:
The School Nurse has responsibility for the health and welfare of all pupils, with particular emphasis on the School’s vibrant boarding community. The Medical Centre is integral to the School community and the School Nurse is expected to pro-actively manage effective health promotion within the community by communicating with pupils, pastoral and academic staff.

Responsibilities:

Specific Duties:

Medical Centre Administration
• Co-ordinating the operations of the Medical Centre
• Attending/assisting during daily GP surgeries
• Registering all new boarders with the local surgery
• Ensuring all new boarders have medicals at the earliest opportunity (within their first half term at the latest)
• Communicating with parents and house parents as necessary
• Comprehensive note taking/report writing in relation to incidents/accidents to be reported to the Director of Operations, Headmaster and the Health and Safety Executive.
• To maintain patient confidentiality at all times applying latest NMC guidance.
• Ensuring the security and delivery of controlled medicines.
• Maintaining stocks of ‘over the counter’ and prescribed medicines as directed by the School Medical Officer
• Supervision of medicines within the boarding house locations.

Clinical and First Aid
• Attending to pupils who take ill during the School day
• Co-ordinating the supervision and care of boarders who ‘bed down’
• Maintaining communication with relevant external agencies as required; GP, Health Visitors, CAMHS, etc.
• Availability to provide out of hours ‘over the phone’ advice and in extremely rare
circumstances provide 24-hour cover in the medical centre.
- Providing First Aid during at Home sports fixtures.

**Training & Compliance**
- Ensuring relevant training is provided to welfare staff in respect of the giving and storing of medicines
- Preparing and reviewing medical centre policies, ensuring compliant with regulatory requirements.
- Maintaining first aid equipment throughout the estate.
- Ensuring that all School ‘First Aider’ staff are competent and have undertaken training and that qualifications are valid.
- Attendance at and reporting to the Health and Safety Committee when required.

**Pastoral**
- Supporting the role of the School Counsellor
- Pro-active role within the safeguarding team

**This job description reflects the present requirements of the post, and as duties and responsibilities, change and develop, the job description will be reviewed and subject to amendment in consultation with the post holder.**

**Person Specification**

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<th>Knowledge including qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Registered Nurse (RGN) with valid NMC PIN</td>
<td>Clinical track record with ideally 6 months spent in A&amp;E or as a Practice Nurse</td>
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<td>Full current UK driving licence and use of a car</td>
<td>First Aid at Work/First Aid Instructor Certificate</td>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Excellent communication and interpersonal skills</td>
<td>Experience in paediatrics or working with children or a Specialist Practitioner School Nurse qualification.</td>
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<th>Previous Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>Experience of sports</td>
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Personal Qualities

- A flexible approach to working hours
- Clear empathy and understanding of boys’ and girls’ development and needs

Management Support

The School Nurse will be appraised by the School Medical Officer from a clinical perspective and the Assistant Head Pastoral and the Director of Operations, but routine communication will be on-going.

The position is currently maternity cover only but should the opportunity arise there may be a future permanent position at the end of the fixed term.

Minimum Training

The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken: -

- Health and safety training
- Fire safety awareness
- Child protection and safeguarding training
**Appointment Terms, Conditions and Benefits**

Type: Fixed term contract 1st September 2017 to 30th June 2018, Full time (Term time only).

Working Hours: 37.5 per week, Monday to Friday 8am to 4pm with 30 minutes’ lunch

Salary: based on qualifications and experience, within a range of £24,000 - £26,000 (Pro-rated for term time only)

**Applications**

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form and CV to the Director of Operations. Only applications containing the requested information will be considered.

**Please note that applications will be considered as they arrive.**

Applicants may telephone to discuss matters relating to the advertised post with the Director of Operations.

Applications should be sent to:

Director of Operations  
Barnard Castle School  
Barnard Castle  
Co Durham  
DL12 8UN

Phone: 01833 696003  
Fax: 01833 696062  
E-mail: hr@barneyschool.org.uk

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.