



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

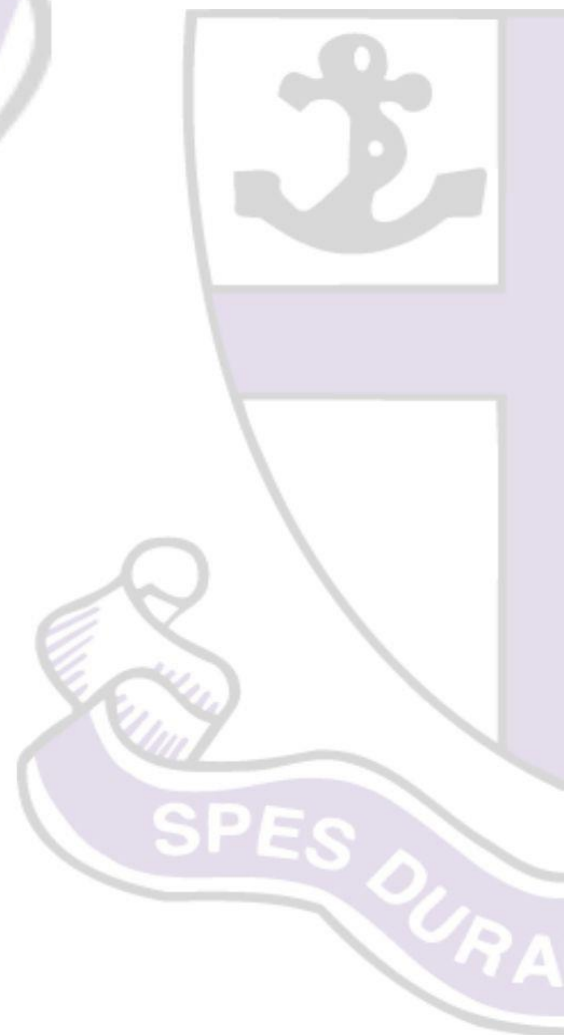
School Nurse (Bank)  
Required from September 2024

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# Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to be 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter  
Headmaster



# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## School Nurse (Bank)

Required from September 2024

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### The Role

We are seeking a Registered Nurse (RN Adult, RN Child) to join our Healthcare team at the School to support with our clinically effective, high quality nursing care to our students and members of the school's community.

### Purpose

- To provide a clinically effective, high-quality service of nursing care to students.
- To provide first aid care to all members of the school community.
- To promote emotional and physical wellbeing to the whole school community.

# Duties & Responsibilities

## 1. Management/Professional

- Adhere to the NMC Code of Professional Conduct and other NMC advisory papers.
- To provide a confidential health service as appropriate.
- Be aware of the Child Protection policy of the school and adhere to this, submitting reports and attending case conferences when necessary.
- Supporting the Health Centre Manager and acting as a role model and motivator for other members of the team.
- Use evidence-based practice to maintain a high quality of nursing care to the students.
- Be responsible for the smooth and efficient running of the Health Centre and Prep School medical room, ensuring efficient systems and processes are in place.
- To keep up to date with own professional development and work towards the continuing development of the Nursing team and department.

## 2. Nursing

To provide a high standard of service within the NMC guidelines to students, members of staff and any visitors whilst on site.

- Day to day running of the Medical Rooms to include providing first aid, mental health support and emergency care and treatment as required.
- Ensure care plans and asthma plans are developed and written for students requiring them, in liaison with the students, parents and relevant healthcare professionals. Provide information to advise staff members about the medical needs for pupils in their care.
- Communication of relevant medical information to the Health Centre Manager, parents and staff as appropriate.
- Communicate with parents about their child's medical needs and participation in relevant multidisciplinary team meetings.
- Working with the catering department with regards to special dietary requirements, food allergies and eating disorders as appropriate.
- Maintaining and stocking first aid kits and emergency medications located throughout the school.
- Supporting children with emotional health issues and liaising with appropriate staff and families.
- Ensuring the preparation of medical information and first aid bags/supplies for all out of school visits.
- Provide first aid assistance in cases of injury to persons employed by or visiting the school and at co-curricular events/activities as required.
- Support and facilitate the school's immunisation programme to include liaising with the NHS Vaccination team.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, dispensing, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Support staff wellbeing.
- Make timely and appropriate referrals in conjunction with the designated Safeguarding lead and liaising with other health professionals as appropriate.

- Ensure weekly and monthly medication and equipment checks are carried out and recorded.
- To perform any other duties as may from time to time be required within the ability of the post holder and relative to the general role of the School Nurse.

### **3. Boarding Students**

- Advise students to attend doctor's surgery, referring to General Practitioner as appropriate.
- Arrange for boarding students to attend any medical, dental or other health appointments as necessary.
- Ensure care plans and asthma plans are developed and written for students requiring them, in liaison with the students, parents, school staff and relevant healthcare professionals.
- Maintain safe storage, usage and disposal of medical drugs and supplies, complete and record weekly checks.

### **4. Health Education**

- Promote health education throughout the school population.
- Take part in the delivery of PSHE, to pupils by working in partnership with the teaching staff to produce and deliver effective health education within the PSHE programme.
- To ensure the provision of and access to a range of publicity materials on issues related to student health.
- Keep up to date with current health promotion initiatives and support this through teaching and pupil assemblies.
- Run 1:1 and small group sessions to support pupil's emotional wellbeing.
- Provide pupil specific, as well as general medical condition related training to staff.

### **5. Administrative**

- Maintain school medical records accurately, confidentially and safely in line with school procedures.
- Ensure medical records are kept up to date and record all relevant change.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Administration of medicines to include safekeeping, storage disposal of, monitoring of expiry dates and record keeping as per NMC guidelines and safe administration of medicines.
- Maintain general office procedures.
- Participate in the staff appraisal process.
- To work according to the school's policies and procedures.

### **6. Health & Safety**

- Have an involvement and awareness of health and safety issues within the school.
- Keep records of reported accidents and liaise with the Health and Safety Manager using accident forms as necessary.
- Be involved in the development and review of the School's Health & Safety policy.
- Ensure that Medical Strategic Risk Assessment are written for pupils/staff as needed liaising with the Health and Safety Manager

## 7. Liaison

### **Internal**

- Work closely with other members of the Health Centre team to ensure seamless and continuous care, and with parents, academic staff and school office staff and all other departments as necessary.
- Attend regular pastoral meetings and liaise with form tutors as appropriate.
- Ensure close communication with boarding staff.

### **External**

- Have links with the School health advisors and other members of the Primary Health Care Team.
- Social services where appropriate.
- Doctors, Medical Centre Staff and Pharmacy as appropriate.

## Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>○ Registered nurse on part 1 of the NMC register with relevant post- registration experience.</li> </ul>	<ul style="list-style-type: none"> <li>○ Further relevant professional development in nursing.</li> <li>○ An advanced life support qualification, an HSE approved first aid at work certificate and appropriate Child Protection training or be willing to obtain these qualifications.</li> </ul>
<b>KNOWLEDGE, EXPERIENCE AND SKILLS</b>	<ul style="list-style-type: none"> <li>○ Knowledge and experience of providing first aid.</li> <li>○ Experience of sports injuries and treatment.</li> <li>○ Computer literate with experience of data handling and IT systems (Microsoft applications)</li> <li>○ Knowledge and awareness of children's health issues.</li> <li>○ Knowledge of safeguarding issues.</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of working in a school setting.</li> <li>○ Experience of both accident and emergency nursing and work in a school setting.</li> <li>○ Experience and understanding of wellbeing and mental health issues in young people.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>○ Ability to communicate both verbally and in writing, clearly, concisely and effectively.</li> <li>○ Empathy and understanding of the emotional needs of children.</li> <li>○ Sensitivity – the ability to listen well and understand others' needs and perspectives.</li> <li>○ Self-motivation – the applicant will need to be both conscientious and willing to show initiative and work as part of a team.</li> <li>○ Confident judgement and decision making.</li> </ul>	



	<ul style="list-style-type: none"> <li>○ Ability to prioritise with common sense and initiative.</li> <li>○ Highly organised punctual, and efficient.</li> <li>○ Listens well and understands others' needs and perspectives.</li> <li>○ Committed to continuous self-development with a willingness to attend appropriate on-going training.</li> <li>○ Ability to work in a way that promotes the safety and wellbeing of children and young people.</li> <li>○ Flexible approach to duties and working hours.</li> <li>○ Friendly, cheerful and polite manner with a good sense of humour</li> <li>○ Ability to work with discretion and maintain confidentiality on all school matters.</li> <li>○ Stamina and a good level of health and fitness.</li> </ul>	
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## Terms and Conditions

**Reporting to:** Health Centre Manager and Lead Nurse

**Accountable to:** Bursar

**Hours of Work:** The post holder will be required to work on a casual basis to cover for staff sickness and provide additional cover, term time only.

**Remuneration:** £19.00 per hour

**Additional benefits:** Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

**Referees:** The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9am Monday 17<sup>th</sup> June 2024. Interviews will take place during the week commencing Monday 24<sup>th</sup> June 2024.**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton 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. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)