



Part time School Nurse Assistant

We are seeking to appoint an experienced, confident, caring and calm person to assist the School Nurse with the running of the School's Day Surgery. The Day Surgery has responsibility for the health and welfare of pupils, staff and visitors. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to:	The School Nurse
Type of Position:	Part time. 27.5 hours per week, Monday to Friday 12 noon to 6pm including half hour unpaid break. Term time contract, including INSET days and 1 week preparation time during the holidays, across the year, as agreed. 42 weeks paid pa.
Start Date:	April 2024
Salary:	University of Cambridge Spine point 3.1 – 3.6 (£23,144 - £25,742 for a full time role), pro rata, depending on experience.

The School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for approximately 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 45 boarders, including our choristers. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

The Role

The School Nurse Assistant works primarily under the supervision of the School Nurse, also working independently during part of the working day. In addition, the post holder performs a valuable role in supporting our after-school supervision programme.

First Aid/Illness

- Have a valid First Aid at Work Certificate or be willing to undergo training.
- Undertake a Paediatric First Aid Course to comply with EYFS.
- Assist in the organisation and run drop in clinics to provide first aid, routine medication and care of staff and children with minor illness.
- Follow evidence-based practice relating to the care of children and adults.
- In conjunction with parents and the School Nurse produce health care plans for individuals.
- Operate procedures for infection control and safe disposal of clinical waste.
- Monitor the correct storage and administration of medicines.
- Maintain surgery room stock, cleanliness and tidiness.
- Work in accordance with the policies for medical conditions in school.
- Ensure first aid kits for off-site activities/trips and those within the school site are checked and stocked appropriately at least termly.

Clinical and Professional

- Keep up to date with health promotion initiatives.
- Review the health status of all pupils on entry to the school in accordance with the National Child Health Promotion Programme.
- Ensure pupils with complex health needs receive the advice, care and treatment required to enable them to fully benefit from school life, involving the child, parents and with advice from specialist teams.
- Assist in the organisation of school immunisation programmes.
- Advise staff regarding medical conditions, in particular for off-site activities, school trips and during Activity Week.
- Be aware of the School's Child Protection policy which contributes to the safeguarding of children at risk.

Administration

- Maintain records accurately and confidentially.
- Update pupil medical conditions on the School database.
- Update forms sent home to parents according to Department of Health guidelines.

Liaison

- Work closely with the School Nurse and Boarding House Senior Matron.
- Inform parents as soon as possible if their child is ill or injured and arrange for collection if necessary.
- Inform appropriate staff if a child goes home due to illness.
- Update the School database regarding children who are unable to take part in sports lessons for any reason.
- Inform Catering Team of food allergies and other dietary requirements, liaising also with child's Form Tutor.
- Communicate with parents to ensure medical histories are up to date.

Health and Safety

- Keep records of reported injuries, maintaining the Accident Books and be aware of RIDDOR statutory notification requirements.
- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

Staff Training and Policy

Assist as necessary to deliver appropriate awareness and training for the following:

- Anaphylaxis/allergies
- Asthma
- Diabetes
- Other conditions as necessary

Safeguarding & Child Protection

- To be familiar with the relevant School policies, in particular the School's Safeguarding and Child Protection Policy and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Person Specification

Essential

- Necessary nursing experience and First Aid qualifications
- The ability to remain calm in a crisis
- Flexibility, in order to cover for the school nurse when required.
- Ability and confidence to be able to work safely independently.
- Excellent interpersonal skills.
- Excellent oral and written standards as well as good numeracy skills.
- Efficient administrative skills.
- Accurate, clear and appropriate record keeping.
- Computer literate with a good understanding of Microsoft Office products.
- A willingness to receive ICT training.

Desirable

- Previous experience working within a healthcare environment.
- Previous experience working with children.

Benefits

- Meals provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Cycle to Work Scheme
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;

- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness

The Employee is entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from School Bursar.

Terms and conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and right to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

How to apply

Candidates should return the following documents by **9am on Monday 15th April 2024**:

- Application form together with a handwritten letter supporting your application
- Reference consent form
- Equality and Diversity monitoring form (optional)

Please submit your application to: Julia Purser, School Bursar, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

Interviews will be held in the week commencing Monday 22nd April 2024.

March 2024