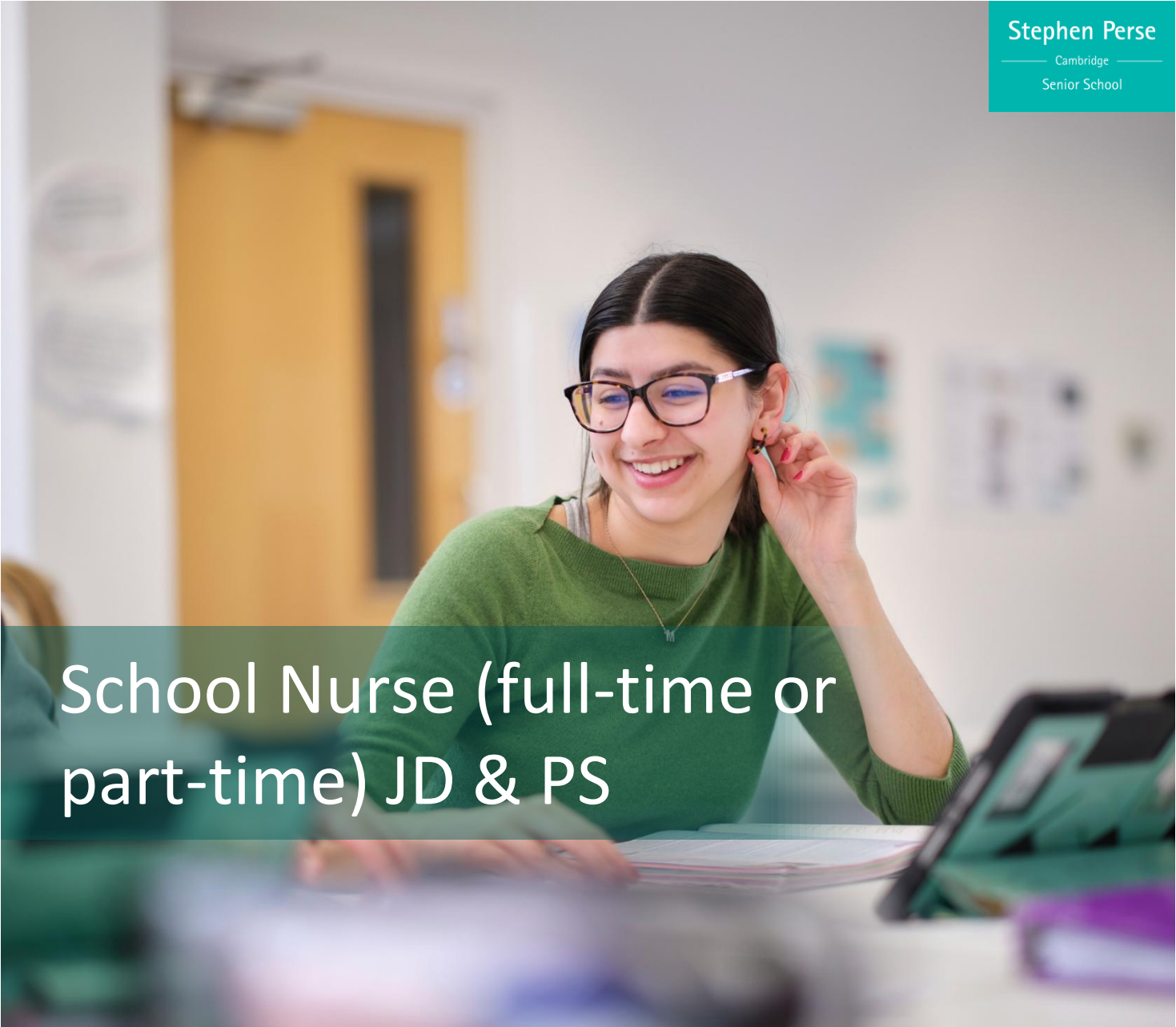




Stephen Perse

Cambridge

Senior School

School Nurse (full-time or part-time) JD & PS

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1881, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

Welcome from the Principal

Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan

Principal

School Nurse (full-time or part-time) JD & PS

Responsible to: Deputy Head Pastoral

Location: Stephen Perse Cambridge Senior School and Sixth Form

Role Description

Our healthcare provision at the Stephen Perse aims to promote the physical health and emotional wellbeing of the students. The Stephen Perse has a medical area in the Senior School, staffed on a day-to-day basis by a full-time Health and Wellbeing Practitioner and a School Nurse.

The purpose of the job is to ensure the delivery of a clinically effective, high quality school nursing service to the pupils and first aid care to all members of the School. The post holder will be responsible for the use of research-based practice to plan, deliver and evaluate nursing interventions throughout the school. The Nurse will also be responsible for strategic development of the surgery in line with recommended best practice guidelines from the NMC. The nurse is based at the Senior School and Sixth Form but may be expected to cover in other parts of the Foundation.

The role of School Nurse is a varied one, including meeting a wide range of physical needs, administering first aid and guiding pupils in need of psychological support, in addition to supporting aspects of health education. The role also includes

supporting staff in dealing with students with more complex medical needs both in school and when taking them off-site for trips and visits, and liaising with parents/guardians and external agencies where appropriate.

This role is to start as soon as possible.

Main Responsibilities

Day-to-day staffing of the medical rooms

- Providing first responder cover.
- Triageing students who present to ensure the smooth running of the medical areas and minimise unnecessary impact on students' school day.
- Administering first aid and care of students referred by staff or self-referred until they are able to return to lessons or are passed into the care of a parent, guardian or external medical professional.
- Accurately recording all visits and making contact with parents and guardians where appropriate.

- Managing the administration of medication to students at school, both OTC and prescribed.
- Providing a "safe space" for students to present for pastoral and emotional support and working with the wider pastoral team to best support these students.

Healthcare data and policies

- Contributing to writing and reviewing individual healthcare plans for students with more complex health needs.
- Contributing to writing and reviewing all healthcare-related school policies.
- Liaising with parents/guardians to keep medical information on individual students up to date.
- Working with external agencies as required to pass on any concerns or issues which need onward referral.

Managing a team

- Organising and overseeing the work of the Healthcare Practitioner (11-18)

and the Appointed Persons (1-11).

Support for staff on health matters

- Supporting staff leading trips with their medical risk assessments, sharing information regarding students with individual medical needs and preparing trips first aid kits.
- Offering advice, information and training to staff either one-to-one or in groups on first aid and also on how to care for individual students with more complex medical needs.
- Working with staff devising sessions and lesson plans for students on areas to do with health.

General administration

- Maintaining the medical rooms as hygienic, organised, attractive spaces where students can find appropriate sources of information and advice on health.
- Maintaining stock levels of medical supplies (including individual students' prescribed AAls/inhalers) both within the medical rooms and in the first aid kits located around the Senior School and Sixth Form buildings.
- Making arrangements to facilitate vaccinations programmes taking place in school.

Skills and training

- Ensuring nursing revalidation and relevant qualifications and training are up to date and meet NMC guidelines.
- Keeping abreast of developments in local and national best practice as relevant.
- Having the ability to be able to prioritise and manage situations under pressure calmly and professionally.
- Having excellent interpersonal and communication skills in dealing with students (from ages 11-18), parents and colleagues.
- Understanding the balance required when working in a school between confidentiality and the need to share information to best safeguard the children in our care.

General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.

- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns

to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

Person Specification

	Essential	Desirable	Assessment Method
Qualifications	Nursing qualification	Paediatric care qualification	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Experience of dealing with minor injuries/sports-type injuries Awareness of and experience working with young people with mental health issues Knowledge of safeguarding procedures and medical confidentiality Awareness of current public health services and legislation Experience of infection control High quality written communication skills in English	Experience as a school nurse Familiarity with iSAMS Line management experience	Application Form
Skills & Aptitudes	Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required Good digital and interpersonal skills Excellent organisational and communication skills Willingness to undertake any necessary professional development training Capacity to set aims and objectives and work within established timelines Enthusiasm for reading and independent learning		Interview
Personal Attributes	Professionalism and Integrity Dedication and enthusiasm Approachability and Flexibility		Interview

Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

This role is term-time only plus 5 INSET days, working 35.2 weeks per year. Our main school day runs 8:30am - 3:30pm, with students on site 7:45am - 5.30pm. Hours and days of work will be discussed at interview, taking into account the successful candidate's preference.

Salary

£37,686 FTE - £39,968 FTE. This figure will be pro-rated based on hours worked, and start date.



stephenperse.com

Benefits

- Contributory pension scheme - matching up to 7%.
- Salary sacrifice tech and cycle to work schemes. *
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Lunch and refreshments provided during term time.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Access to private health and dental plan subscriptions.
- A staff discount on School Fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse.

Please note, all benefits are under periodic review and subject to change.

**Eligibility criteria applies.*

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at www.stephenperse.com/recruitment, or email recruitment@stephenperse.com to request an application form.

Please send completed application forms to recruitment@stephenperse.com

We are unable to accept CVs.

The Recruitment Process

- Interviews will take place as soon as we receive suitable applications.

References may be taken up before interview.

Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

stephenperse.com



Charity No: 1120608