



Collingwood
College
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Collingwood College Recruitment Information

School Nurse



Dear applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', with a horizontal line underneath.

Mr Eden Tanner
Principal

School Nurse

36 hours per week, term time plus 5 inset days (39 weeks)

Salary: £28,068.14 - £30,989.81 per annum, (£32,625 - £36,021 FTE)

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

Closing Date: 11th April 2024

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

The role

This is a new and exciting role at Collingwood College, one where you can make a difference to lives of students and staff.

We are seeking to recruit a suitably qualified, compassionate, dedicated, and experienced nurse. The successful candidate will provide the highest standard of medical care to both pupils and staff with a passion for promoting health and wellbeing in young people and be able to work effectively with a range of stakeholders including students, staff, parents and external healthcare professionals.

The School Nurse will be work with the administration and pastoral teams supporting the general health needs of the students, first aid provision, supporting immunization programmes and undertaking associated administrative duties.

The successful candidate must be RGN, RN (Child RSCN) with a valid NMC Pin. This is role is a permanent, term time only role.

Remuneration and benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA Healthcare cash Plan
- All Collingwood College support staff up to the age of 75 are eligible to belong to the LGPS pension scheme, and will automatically become members unless they opt out. Further information can be found at [Surrey Pension Fund](#)
- Flexible leave of absence policy

Training and development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff receive the following training:

- Collingwood College induction
- safeguarding and prevent training
- mandatory and compliance training including fire awareness and health and safety at work
- training linked directly to the job role

In addition, staff are provided with:

- opportunities to access training outside the College linked directly to your role or career aspirations
- opportunities to access other training as detailed in the termly training calendar
- other on-line training relevant to the role

Probationary period

All posts are subject are to a probationary period. For support staff this is 6 months. Collingwood College's probationary policy is available upon request.

JOB DESCRIPTION -SCHOOL NURSE

36 hours per week, 8am – 4pm Monday – Friday term time plus INSET days, 39 weeks per year

POST:	School Nurse
REPORTING TO:	Administration Manager
JOB PURPOSE:	To lead medical and first aid provision for the College
DIRECT INVOLVEMENT WITH:	Admin Manager, Deputy Admin Manager, all teaching and support staff, Governors, parents, students, contractors, visitors to the College.
KEY RESPONSIBILITIES:	To provide emergency and routine first-aid treatment for students, staff and visitors during the College Day.
	To ensure all first aid incidents are recorded and contribute to effective health and safety monitoring.
	To hold an emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.
	Maintain first-aid kits around the College and prepare first-aid kits for use during all College activities, e.g. College trips.
	To maintain all first aid and medical equipment, wheelchairs and the first aid room including ordering of supplies for first aid provision.
	To liaise with parents and pastoral staff to produce a range of reports (including care plans and medical alerts) for students with specific medical needs, ensuring staff are made aware of specific needs as required.
	Maintaining communication with relevant external agencies as required; GPs, health visitors, CAMHS, etc.
	Maintain medical records accurately, confidentially and safely.
	Liaise with local public health teams regarding arrangements for immunisation programmes and any other public health matters.
	Arrange and or deliver first aid training to colleagues, ensuring a suitable level of qualified first aiders.
	Maintain records of staff first aid training.
	Maintain up to date knowledge of guidance on infection control in schools, ensuring that any notifiable diseases in College are reported appropriately.
Promote health education throughout the College and stay up to date with relevant public health promotions and initiatives.	

	Ensure the College meets statutory requirements for infectious disease control and for the safe disposal of clinical waste.
	Promote a positive health and safety culture at the College and uphold high standards for health and safety management.
	To ensure adherence to statutory health and safety and data protection legislation at all times.
	Participate in training and development activities.
Other tasks	Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
	Be aware of and update colleagues, as appropriate, to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.
OTHER RESPONSIBILITIES:	To carry out other duties as necessary from time to time in accordance with the reasonable requirements of SLT and the Administration Manager.

COLLINGWOOD COLLEGE
PERSON SPECIFICATION – SCHOOL NURSE

Selection Criteria	Assessment Method
Qualifications	
<p>Essential:</p> <ul style="list-style-type: none"> • Registered nurse (RGN, RN (Child, RSCN) with valid NMC Pin <p>Desirable:</p> <ul style="list-style-type: none"> • School Nursing Qualification • First Aid at Work • Mental Health First Aid qualification • Qualified to deliver first aid training 	<p>Application form Certificates</p>
Experience:	
<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience in either school nursing, A&E, paediatric nursing, or adolescent health. • Experience of working with Microsoft office including WORD and Excel • Experience of working under pressure to achieve tasks within a demanding environment with tight time constraints <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working independently in a workplace without medical back up on site • Experience of working with young people in a professional capacity 	<p>Written statement Task/exercise/ Interview</p>

Professional knowledge, skills and attributes

Essential:

- Excellent time management skills and ability to multi-task and prioritise work
- Excellent interpersonal and communication skills and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner
- Responsible, self-motivated and willing to be a role model to students and staff
- Ability to anticipate potential problems and remedy accordingly together with the ability to be solutions focused
- High personal standards of integrity, discretion and confidentiality
- Highly developed planning and organisational skills
- Attention to detail
- Ability to work effectively as part of a team and collaborate with others
- IT literate, with extensive knowledge of Microsoft Office/365, including; Word, Excel, Outlook, PowerPoint and databases
- Ability to contribute to the College's ethos and values
- Self-confidence, personal energy and dynamism
- Personal warmth, good rapport with students, colleagues and parents
- Excellent oral and written English skills
- Commitment to continuing professional development
- Commitment to safeguarding and promoting the welfare of children and young people

Written statement

Interview