



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



SCHOOL NURSE

Information for
Candidates

November 2023

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This document provides candidates with information on the appointment of a School Nurse.

For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools. Girls and boys join the Foundation from age 3 at Wakefield Grammar Preparatory School, and then from age 7 at either Wakefield Girls' High School or Queen Elizabeth Grammar School (QEGS) for boys.

All three schools are conveniently located together with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk from the schools with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,760 pupils and around 425 employees covering both teaching and support staff. Each school in the Foundation is individual with its own Head and Senior Leadership Team, and governance comes from a single governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The schools will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Schools



**Wakefield Girls'
High School**

Named one of the top independent secondary schools in the North by the Times Parent Power Guide 2022, Wakefield Girls' provides an inspiring and empowering environment that enables every student to make their way in the world. By embracing new ideas, encouraging students to think differently, and instilling a joy of learning, Wakefield Girls' makes it possible for everyone to be everything they want to be.

Wakefield Girls' believes that how students learn is every bit as important as what they learn and strives to make education a joy. Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level. In 2023, one third of the cohort celebrated results with at least 3 A*-A grades and more than half of all grades at A*-A and 75% achieved A*-B, and 65% of GCSE entries were awarded at grade 9 to 7. WGHS leavers regularly go on to their first-choice destinations, including Oxbridge and Russell Group universities.

WGHS complements outstanding academic outcomes with a full range of co-curricular activities. WGHS believes that sport is for everyone, whatever their standard, and encourages cultivating the joy of being part of a team. WGHS's main sports are hockey and netball, and pupils can play in both friendly and competitive fixtures, including an overseas Sports Tour every three years. There are also a myriad of opportunities for girls to participate in music, including 18 musical groups of different range and ability, and an array of drama productions in partnership with Queen Elizabeth Grammar School.





Queen Elizabeth Grammar School

Queen Elizabeth Grammar School encourages boys to care, contribute and aspire, the school's values. We seek to provide opportunities for the achievement of excellence in the academic, creative, cultural and sporting spheres. The school allows boys to become the best versions of themselves, develop lifelong friendships, and be inspired by teaching methods that fit their needs.

The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. QEGS pupils enjoy considerable academic success at both GCSE and A-level, frequently boasting upwards of 80% of grades in the top brackets across both sets of exams, with pass rates near 100%. Nearly all leavers secure entry to their first-choice universities, including Oxbridge and Russell Group.

Boys of all ages have the opportunity to take advantage of a broad offering of co-curricular activities, including art, sport, and musical and dramatic performance. Sport is an integral part of school life, QEGS has an enviable reputation for sporting excellence with individual and team successes ranging from county to national honours. The arts are equally valued and recognised as part of QEGS life, with performances and productions staged jointly with WGHS. Boys also have the opportunity to take advantage of expert musical tutelage, engaging in composing, listening, and performance activities.





Opened in September 2021, Wakefield Grammar Pre-Preparatory School is the Foundation's provision for boys and girls from foundation stage through to Year 2. At the school, the aim is to introduce children to the joys of learning. WGPPS believes that every child brings their own unique talents and strengths into the classroom, and that it is the school's job to bring them out, build confidence in their natural abilities, and to create strong, independent individuals who care about others, embrace new challenges, and have a growing awareness of the world around them. Children at WGPPS enjoy a friendly community in which they can learn, participate, and grow, setting the foundations for their future success.



The Role

We are looking for an enthusiastic and well qualified School Nurse to join the Foundation from January 2024. Working across the Junior and Senior sections of Wakefield Girls' and at our Pre-Prep School. The post holder will provide an essential day to day nursing service as well as ongoing health promotion and education. The physical and emotional well-being of each girl within our care is paramount. The role is offered on a full time or part time basis working term time only.

We aim to provide a supportive environment where the trials of growing up can be eased and a positive attitude to health, fitness, nutrition and self-image is fostered.

You should hold a professional nursing qualification as a registered nurse (RN Child) either on part 8 or 15 of the NMC register with relevant post registration experience or on part 1 (RN Adult) and possess a specialist practitioner school nurse qualification. In addition, applicants should have excellent communication and interpersonal skills and be flexible; no two days are the same. Experience and genuine enjoyment of working with and relating to children are essential.

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net

Candidates wishing to apply for part time hours please specify on your application what your desired working hours/days would be.



Job Description

Reporting to: Head of Pre-Prep and Deputy Head-Pastoral at Wakefield Girls'

Responsible for: First Aid Team

Key Responsibilities

Management/Professional

- Adhere to the NMC Code of professional conduct and be conversant with the scope of professional practice and other NMC advisory papers
- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils.
- Ensure that a code of confidentiality is adhered to
- Contribute to relevant school policies related to health and wellbeing, most significantly the First Aid Policies
- Be responsible for the smooth and efficient running of the health centre at the Senior School and both medical rooms in the Junior School, ensuring efficient systems and processes are in place
- To be a member of each School's health and safety committee, having involvement in health and safety issues within the school affecting staff, children or the environment

Nursing

- To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site
- Revalidation every 3 years in order to renew registration with the NMC
- Offer advice and treatment for a range of health problems or refer to GP
- Administer medications according to the First Aid Policy
- Ensure care plans are developed and written for pupils with needs, in liaison with pupils' parents and Learning Support staff, as appropriate
- Provide first aid and emergency care and treatment as necessary - this includes maintaining stock of all school first aid kits
- Organise and run nurse drop-in clinics (within agreed level of competence)
- Provide a listening service and health advice service as appropriate
- Report child welfare concerns to Senior Leadership Team as appropriate
- Facilitate vaccination programme in school in conjunction with school nursing service
- Advise Junior School First Aiders when considering referrals to hospital
- Carry out child and adolescent surveillance programmes
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals
- Operate procedures for control of infectious diseases
- Follow procedures for the safe disposal of clinical waste
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs
- Maintain treatment room stock, hygiene and tidiness
- Attend official school functions i.e. Sports Days, Open Day, New Parents' Information Evening

Health Education

- Promote health education throughout the school population
- Take part in the delivery of PSHE in both schools and support teaching staff as appropriate. This will included presenting and delivering talks as directed
- To ensure the provision of and access to a range of publicity materials on issues relating to student health
- Keep up-to-date with current health promotion initiatives
- Co-ordinate health education for staff including organising first aid and paediatric first aid courses for staff and keep up to date records
- Provide staff training as requested on the use of epipens and inhalers
- Provide staff training to ensure the needs of pupils with specific needs are met

Administration

- Maintain medical records accurately, confidentially and securely
- Maintain daily treatment records
- Complete accident report forms
- Record dispensing of medicines following medicines policy
- Co-ordinate school medical examinations and other surveillance audits
- Manage allocated budget

Communication

- Internal – work closely with pupils, parents, Senior Leadership Team, Heads of Year, teaching staff, Learning Support staff, pastoral staff, QEGS Matron, School Doctor and School Office staff to ensure seamless and continuous care
- External – School health advisors and other members of the primary health care team. Social Services where appropriate

Professional Requirements

- Access to clinical supervision and professional advice
- Annual personal development reviews
- Allowance to maintain regulatory body professional competencies/requirements
- Employers' indemnity accepting vicarious liability
- Ability to work within NMC code of conduct, regards confidentiality, consent and record keeping
- Access to appropriate facilities to fulfil responsibilities
- Ability to work as an autonomous professional

General

- To attend the annual Open Morning (normally 1st Saturday morning in October)
- Establishing good relationships with pupils, acting as role model and being aware of and responding appropriately to individual needs
- Attending relevant staff meetings or other meetings as required
- Being aware of and compliance with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contributing to the overall ethos of the School and of Wakefield Grammar School Foundation
- Any additional tasks as required by the Head or other member of the SLT in accordance with the grade of the role

Person Specification

The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills, behaviors and additional requirements. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification

Qualifications

- Professional nursing qualification (RN Child) either on part 8 or 15 of the NMC register with relevant post registration experience or on part 1 (RN Adult) and possessing a specialist practitioner school nurse qualification(E)

Knowledge/Experience

- Knowledge and experience of providing first aid and the care of children with chronic illnesses (E)
- Excellent communication both oral and written and interpersonal skills with the pupils, staff and parents(E)
- Demonstrate the highest levels of confidentiality and handle such information sensitively (E)
- Able to demonstrate excellent listening skills and understands others' needs and perspectives (E)
- Be confident and comfortable with delivering talks and presentations to pupils as part of the PSHE programme or other health related topics as directed(E)

Personal Attributes

- A self motivated individual, who is able to work on their own initiative, is co-operative, helpful, self-aware and be flexible (E)
- An individual who is committed to continuous self development; willingness to attend appropriate ongoing training/updating (E)
- Demonstrates professional behaviors with the ability to work at the highest levels of confidentiality, using tact and discretion when often dealing with sensitive information and situations (E)
- An articulate, flexible and friendly manner with the ability to work constructively within a wider school team and the wider school community (E)
- An empathy with the ethos and values of the school and the Foundation (E)
- An understanding of child protection and the importance that is placed on this when working in a school environment (E)

Terms of Appointment

Contract

This position is a Permanent position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

Appointment date

January 2024

Hours of work

37.5 hours per week, term time only (Please note applications are welcome from candidates wishing to work part time)

Salary

Salary range K £29,005–£33,840 (Actual £22,980–£26,811)

Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with Strong community Links and a supportive parent body

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Further details and an application form can be obtained from our website www.wgsf.org.uk or by contacting the HR department at hr@wgsf.net.

The closing date for applications is 9am on 20 November 2023

