



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 930 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	School Nurse
Function	Support Staff
Reports to	Bursar
Line management duties and responsibilities for	N/A
Summary of role	The role of the School Nurse is to provide first aid, emergency treatment, health and general welfare support to both boys and staff.
Main duties and responsibilities	<ul style="list-style-type: none">• Undertake new pupils' induction including medical assessments• Undertake medical health screening of new staff as part of the on-boarding process• Undertake pregnancy risk assessments• Maintaining health and medical records to a high standard ensuring accurate and confidential information recording for pupils on the School's system (ISAMs); recording administration of medication, including Controlled Drugs; transferring and archiving of pupil records when they leave school• Provision of First Aid cover by treating and dealing with accidents, injuries and emergencies during the School day• Co-ordinate, document and supervise the immunisation programmes in conjunction with the local health authorities• Monitor stock control of Surgery clinical supplies and First Aid equipment and report requirements to Head Porter• Member of the School's Safeguarding Team completing Level 3 Safeguarding training• Attend RFU medical training on immediate care in sport as and when required

	These duties and responsibilities are intended as a guide only. The School Nurse will be expected to undertake any reasonable task or responsibility as requested by the Bursar.
Safeguarding responsibilities	It is 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 and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post 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 Head Master

Person Specification			
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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Current clean driving licence • Registered Nurse 	<ul style="list-style-type: none"> • First Aid at Work qualification • Evidence of commitment to professional development • Relevant degree or diploma 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Relevant school nursing experience, A&E experience, paediatric nursing experience, or experience in adolescent health. • Minimum 3 years post registration 	<ul style="list-style-type: none"> • Experience working in a school • Dealing with safeguarding issues • Experience of working with children and liaising with parents. 	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> • Computer literate and competent in Microsoft IT applications, specifically excel. • Ability to keep accurate and confidential records 		Contents of the Application form Interview Professional references

	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to work on site independently 		
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of first aid procedures and management of medical procedures in a school or similar environment • Mental health first aid awareness • Knowledge of medical confidentiality 	<ul style="list-style-type: none"> • Understanding of common illnesses in young people and appropriate treatment. • Knowledge of safeguarding procedures and legislation (Keeping Children Safe in Education) 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours • Flexibility in the working hours is essential due to the nature and demands of the role • Ability to work under pressure • Ability to prioritise tasks successfully and plan ahead and anticipate requirements • Professional, approachable and accommodating disposition 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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General Conditions

Start date	1 September 2022
Hours	35 week term time only 35 hours per week (Monday to Friday) 8.15 am to 4.15 pm. One hour unpaid lunch break
Salary	£21,510 - £24,840 dependent on relevant skills, qualifications and experience.
Holiday	Statutory holiday accrual paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection. Access to a flexible benefits in lieu of pension contribution (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site.
Closing date for applications	Wednesday 20 th July 2022, 12pm
Interviews to be held	w/c Monday 25 th July 2022

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).