Strangford College

Job Application Pack

for the post of

Strangford College

In hoc signo vinces

School Nurse

(Term time only)

Completed applications should be returned to:
Principal's Secretary, Strangford College, Abbey Road, Carrowdore, BT22 2GB.

Applications should be received no later than 12 noon on Thursday 5th August 2021.

Strangford College

In hoc signo vinces

Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose built campus. We are fortunate to have enthusiastic, well behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever changing world.

This is an excellent time to join Strangford College. We are highly oversubscribed and have plans to expand.

The job is a term time position as a School Nurse and will provide on-site first aid to pupils, store and administer medication relating to students and support the teachers responsible for personal development and health and wellbeing.

The successful applicant should be a good team worker and should have experience of working with both adults and children in a busy environment.

The Governors are absolutely passionate about securing the very best for Strangford College and the Community - they will expect commitment and drive but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Regards

Clare Foster

Principal

Job Description

Strangford College

In hoc signo vinces

STRANGFORD INTEGRATED COLLEGE

JOB DESCRIPTION

POST:	School Nurse
RESPONSIBLE TO:	The Principal / Bursar
SALARY SCALE:	NJC Scale Points 12-17 (£21,589 - £23,863) pro rata
HOURS:	36 hours per week (Term-time only) The school nurse will be required to work on Open Day each year and attend occasional events at the school in the evening for which time off in lieu will be given.
JOB PURPOSE:	To provide a professional nursing, confidential care, health and hygiene service at school.

MAIN DUTIES AND RESPONSIBILITIES:

Student Care

1 Care for all sick students and make arrangements for supervised and secure transport for sick/injured students to be taken home or to hospital as required.

2 Administer first aid and diagnose ailments/injuries which require medical attention. On recognition of ailments/injuries, which appear to require medical attention, advise principal and parent or senior teacher on duty. Ensure that students requiring regular medication maintain their treatment under the written advice of their medical practitioner and with the written permission of their parent/guardian.

3 Liaise with Classroom Assistants re Special Needs Pupils' medical requirements. Where necessary, assist with care of SEN pupils.

4 Organise and assist during all educational/medical welfare service visits.

5 Assist the designated teacher in the delivery of social education/sex education programme as required.

6 Provide consultation to individuals or groups on health related issues as required.

7 Liaise with the School Health Nursing Team on students' medical needs, maintaining and updating medical care plans and medication.

8 Communicate with appropriate personnel regarding welfare of students.

9 Regularly inspect the hygiene room for standards of hygiene.

10 Regularly check medical kits and hear defibrillators.

11 Advise Bursar on occupational health issues and risk assessment after accidents.

12 Advise Bursar on health and safety issues related to post.

Administration

1. Operate manual and computerised information systems in relation to administrative tasks associated with the area of work.

2. Update SIMS with relevant student information.

3. Complete and submit all records/returns as required.

4. Complete medical health and safety forms.

5. Maintain an inventory/records of resources.

6. Order/purchase, receive, check, store, securely and distribute resources.

7. Maintain records on staff trained in first aid and ensure training is kept up to date.

8. Provide a Lost Property Service for students.

9. Keep up to date records and evidence of professional development in accordance with UKCC guidelines.

General

1. Assist in maintaining standards of good order and cleanliness in the medical room and throughout the school.

2. Implement all relevant school medical policies and procedures including supporting the Core Leadership Team re COVID.

3. Participate in any relevant training as directed by the Principal or Bursar.

4. Such other duties as may be assigned within the level of the post.

The Board of Governors reserves the right to review this post on an annual basis, in consultation with the post holder, to ensure that all the roles and responsibilities comply with the needs of the College.

STRANGFORD INTEGRATED COLLEGE

JOB SPECIFICATION

PERSON SPECIFICATION	**ESSENTIAL**	**DESIRABLE**
QUALIFICATIONS	**The following criterion will be applied at shortlisting.** <u>Applicants must have the following by the closing date:</u> • Possess a relevant nursing qualification. • Hold current registration with the Nursing and Midwifery Council (NMC)	<u>Preference may be given to those applicants who have:</u> • Higher level qualification in a related subject area. • A Health & Safety Qualification
EXPERIENCE	• Have experience of working with children and young people as a qualified nurse for a minimum of 12 months	• Experience of working in a similar post in a school setting
The Board of Governors reserves the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.		
KNOWLEDGE	• Demonstrable working knowledge of Information technology systems including Microsoft Word, Excel and Outlook • Knowledge of general administrative processes and records; • Knowledge of Health and Safety regulations.	
SKILLS	• Organisational skills; • Interpersonal skills; • Communications skills; • Administrative skills; • People Management skills; • ICT skills.	
PERSONAL QUALITIES	• Confidentially; • Child centred approach; • Ability to work as a member of a team;	

	• Ability to use own initiative; • Interpersonal skills; • Approachable; • Sensitive; • Ability to work under pressure to strict deadline; • Ability to manage conflicting priorities; • Flexible.	
OTHER REQUIREMENTS	• Willingness to undertake job related training as and when required.	

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

Applications must be returned by Thursday 5th August 2021 at 12 noon to:

By Post: The Principal's Secretary
Strangford Integrated College
Abbey Road
Carrowdore, BT22 2GB

By email: jpierpoint232@c2kni.net
Late or faxed applications will not be accepted.

Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.

Strangford College is an Equal Opportunities Employer.

Memorandum on Child Protection

Strangford College

In hoc signo vinces

This information originates in Department of Education Circular 2006/06: www.deni.gov.uk

The Board of Governors of Strangford College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

1. **Candidates are reminded that:**

   - All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
   - It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
     - Entered on DHSSPS list of those Disqualified from Working with Children.
     - Entered on Department of Education's list of unsuitable people.
     - Subject to a disqualification from the courts.
     - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

2. **Each candidate must:**

   - Declare any criminal conviction on the application form.
   - Indicate that they are eligible to apply for a regulated position.
   - **Provide the following if called for interview:**
     - Photographic proof of identity
     - Original birth certificate
     - Authorisation for school to initiate Vetting and Barring Procedures (used only for
     - candidates recommended for appointment).

   - **Provide the following if recommended for appointment**
   - Proof of qualifications entered on application form.

3. **Candidates are advised that:**

   - False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
   - Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
   - Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false

claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford College, candidates acknowledge the school's right to:
  - Carry out pre-employment and criminal record checks.
  - Take cognisance of such information as the school deems appropriate and make decisions
  - accordingly
  - Require full compliance with the requirements set out in this memorandum.
  - Disqualify those candidates who fail to comply.
  - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.

Information on Acknowledgement

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Information Regarding Acknowledgement

To: All Applicants

Post: School Nurse

Date: August 2021

Please note:

Because of increasing postal charges and the administrative time required to acknowledge every application received, your application will not be acknowledged.

Strangford College thanks you for your interest in this post and we trust you understand why this approach has been adopted.