



Twyford School



# School Nurse (Matron) (part-time)

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Required Summer Term 2021  
Candidate information

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## Welcome

Thank you for taking the time to consider an application to be a part-time School Nurse at Twyford School.

Our parents and staff say that Twyford School is one of those truly special places, where they and their children make friends for life. Set on the edge of the South Downs National Park close to historic Winchester, Twyford's 25 acre site is a beautiful place to work. There is an exceptional feeling of community amongst staff and parents, combined with a drive and ambition to deliver a modern education and a tailored experience to develop every child.

Twyford is a School with a great reputation, supported by a Governing Body which is keen to maintain and enhance its status as one of the top prep schools in the area.

This post calls for an experienced nurse who wishes to join our team of Matrons with the aim of promoting the physical and emotional health of our pupils in both Prep and Pre-Prep. The Matron's room is open Monday to Saturday from 07:45 am to 6:15 pm and is a welcoming space offering medical support to our children and staff. The School Nurse will initially report to the Bursar and from September to the Deputy Head (Pastoral and Operations).

## The School

Twyford School is a successful co-educational independent day and flexi-boarding school for pupils aged 2-13 years. Situated in the village of Twyford, near Winchester, and set within a truly enviable position of 25 acres of mature grounds, surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Twyford School moved to its present site, with a beautiful Queen Anne house as its centrepiece, in 1809, but there are links to an

educational establishment in Twyford village in the 1790s.

The house and early additions, including the original School Room (now Upper School), the Victorian Chapel, the Old Dining Hall and the 1920s oak-panelled Memorial Library, all bear testament to the School's long and illustrious history. Excellent modern classroom facilities, cared for gardens and orchard, extensive playing fields and exceptional sports pitches (including an Astroturf and training facilities), a large modern Sports Hall and indoor 20m swimming pool, all-weather netball and tennis hard courts all allow for a perfect blend of innovative indoor and outdoor learning experiences.

Classrooms are large, bright and well equipped, spread across the numerous modern buildings built over the last 20 years in addition to specialist subject rooms including Science laboratories and IT facilities. The light, spacious and purpose-built Art and Design studios have been extended, refurbished and re-equipped in 2020. A dedicated Music School has 8 individual teaching rooms alongside a recital hall. The 'Saxon Court' complex (the building of which in 2009 unearthed a Saxon burial ground of 18 graves) is a dedicated space for our Year 8s. The Pre-Prep has its own hall, library, art, music and cookery rooms but also uses many of the Prep facilities.

In the 1980s, a new Dining Hall was built to accommodate all members of the Pre-Prep and Prep communities and a versatile space known as the 'Mulberry Pavilion' is used for dance, clubs, drama workshops, art exhibitions and CE exam space!

The Pre-Prep playground was completely refurbished and redesigned following plans drawn up by the staff in 2017.

The School offers an exceptional, all-round education to approximately 400 pupils, of which around 100 are flexi or weekly

boarders. The overriding aim of the School is to ensure that pupils are actively engaged and intellectually stimulated in a safe and welcoming environment.

One of Twyford's strongest selling points is its commitment to being a kind, caring, family community with a shared purpose. The School is looking to the future by building on its unique ethos and traditional values, to help pupils achieve excellence during their time at the School, and to build on this foundation through their teenage years when they head to many of the top independent schools across the UK.

The breadth of opportunity offered to pupils creates a vibrant atmosphere of excitement and endeavour. Music, art, drama, sport and outdoor learning all contribute to the mix, and are played out in Twyford's fantastic surroundings and well-resourced facilities.



### **Governance and Leadership**

The Governing Body has overall responsibility for the School. Twyford has a knowledgeable and committed Governing Body, which takes a strong interest in the School. The Governors have a wide range of experience and skills, along with highly effective oversight and an excellent understanding of the day-to-day working of the School.

The day-to-day running of the School is delegated to the Headmaster and the Senior Leadership Team.

## **JOB DESCRIPTION**

### **School Nurse (Matron) (part-time)**

Reporting to: Bursar (from September 2021, Head of Pastoral and Operations)

Works with: Matrons, Pastoral Team

### **Purpose & scope of the role**

The School Nurse, known as Matron, will work two and a half days a week plus alternate Saturdays during term time (except exeats) as well as three days both before the start of term and the end of term. They will be a key member of the Matron's Team responsible for the medical care of pupils from Nursery to Year 8 (ages 2 – 13) and will provide medical support at a range of School events including a small number organised by the Twyford Parent's Association.



### **Responsibilities & Key Duties**

#### **Medical Care**

- To ensure the best possible medical care is available to pupils on an immediate or emergency care basis. This may include children with significant medical conditions.
- Ensuring all children reporting to Matron's Room are seen promptly and further treatment needs are identified. To give medication (homely remedies and prescribed medication) safely to children and staff.
- Administering appropriate first aid care to those who are referred by staff or who self-refer until they can return to class or are

passed into the care of a parent, guardian or other external medical professional.

- Provide first aid cover for School matches on Wednesday and Saturday afternoons and identifying those pupils who should not partake in games or sports.
- Provide first aid care at events run by the Twyford Parents' Association (TPA) including school discos and fayres.
- To write and review individual medical healthcare plans for children who have more complex health needs, sharing them appropriately and in line with GDPR.
- To write, review and update health related School policies, procedures, and protocols in line with relevant legislation and guidance.
- Promote health to children and staff on both physical health and emotional well-being.
- In partnership with external organisations, organise the School Health Immunisation programmes.
- Support staff leading school sports day and residential trips by ensuring the relevant paperwork, contact details and medication (with supporting information) is available for all those on the trips in a timely manner.
- Completing return to School mobility assessments and assessments following lengthy periods of absence.
- Monitoring and re-stocking the first aid kits around the School, in minibuses and those used at breaktimes to ensure all products are in date and appropriate. Also preparing first aid kits for off-site trips.
- Regular checks to ensure medications held on site are in-date and ordering medical and drug supplies to maintain appropriate stock levels.



- Weekly checks of the School's three defibrillator to ensure they are always ready and available in an emergency.
- Updating staff at the termly INSET training sessions on first aid knowledge and procedures. In particular ensuring that staff are aware of the medical conditions of pupils which may be encountered.
- Organising annual flu vaccinations for staff.
- To liaise with the School's Catering Manager regarding children with allergies or other food-linked medical needs.
- To support the School in any medical situation, short-term or long-term with both pupils and staff as required.
- To provide temporary cover for the night Matron should she be unwell and unable to perform her duties.

### **Administration**

- To work in partnership with other School Nurses to manage the Medical budget efficiently and effectively.
- To ensure registration is completed daily (twice daily on Wednesday and Saturday), following up omissions with parents/guardians.
- To record potential and actual COVID-19 cases to ensure periods of self-isolation are observed.
- To ensure all paperwork relating to children's medical information including allergens and consent is completed and returned by parents before the start of the School year or relevant term. The database to be updated in a timely manner at or before the start of each term and on a day-by-day basis.

- To receive and file staff emergency medical forms and ensure they are kept up to date and confidential.
- To develop professional relationships with parents, maintaining accurate and appropriate records of conversation held and actions taken.
- To ensure documents are retained for the correct periods of time and are organised in a way they can be retrieved if required.
- To attend weekly staff meetings and other staff meetings as directed.
- To represent Matrons at School Health and Safety meetings as required, reporting on areas including accident reports and near misses including accident trends.
- To liaise regularly with your line manager.
- To ensure accident forms are completed thoroughly and accurately and are shared with the HR & Compliance Manager. To analyse accident reports to identify patterns and prepare an accident report for the termly Health & Safety meeting.
- To ensure that medical and personal confidentiality is respected and maintained in line with GDPR whilst enabling a joint approach to the children's care in partnership with other staff.
- To ensure first aid training records are maintained, first aid courses are booked and staff invited to arranged courses both on and off site.
- to liaise with waste collections for the safe removal of medical waste and sharps.
- To be responsible for smooth transitions between all matrons between one session and the next.
- To assist with lost property.

## Pastoral



- To listen to children as one part of the pastoral care service, sharing information with the relevant people in school as necessary or appropriate.

## Personal Development

- You will be encouraged to partake in CPD relevant to the role and department.



## Person Specification

The successful candidate will be a qualified RCSN, RN-child or RGN with ideally a minimum of three years' post registration nursing experience and hold a valid Nursing and Midwifery Council (NMC) Pin Number. It is desirable that the successful candidate will hold a First Aid at Work Certificate or equivalent qualification but this is not essential.

They will:

- Enjoy working with children from 2 – 13, boy and girls and have empathy and understanding of a child's development and needs.
- Have excellent communication skills with both children and adults and be well organised.
- Be confident in using IT including Microsoft packages and databases.
- Be tactful and discrete in dealing with all matters.
- Be confident and independent but have the ability and desire to work as part of a wider team of support staff and pastoral staff.
- Be energetic, articulate, loyal, and diplomatic.
- Have a flexible approach to people and working arrangements.
- Be professional and proactive.
- Have a calm manner and adaptable enough to manage urgent and unexpected requests.
- Be able to liaise positively with external partnerships and agencies.
- Be sympathetic to the aims and vision of independent education.

## Employment Terms and Conditions

The package will include:

- A competitive salary based on NHS England pay scales, Band 5 (pro rata).
- A discount on fees for the successful candidate's children. This commences the term after the candidate's probationary period has ended.
- Enrolment to the School's pension provision.
- Group Income Protection.
- Group Life Assurance.
- Cycle to Work Scheme.
- CPD opportunities.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with Disclosure and Barring Service (DBS).

Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding and Child Protection Policies. They must also agree to references being taken up at that stage and checks made with past employees.

The successful applicant will be required to complete a self-disclosure Medical Questionnaire.

The appointment is subject to satisfactory references and security checks, clearance from the DS, proof of identity and qualifications and a medical report.

## Application process

Interested candidates should complete the School's application form available on [www.twyfordschool.com/schoolinformation/vacancies](http://www.twyfordschool.com/schoolinformation/vacancies)

together with a covering letter addressed to:

Mrs Kathryn Pillar, Bursar, Twyford School, Twyford, Winchester, Hampshire SO21 1NW

Please email both documents as pdf files to Julie Thomas, HR & Compliance Manager at [hr@twyfordschool.com](mailto:hr@twyfordschool.com) or by post if you prefer to:

Twyford School, High Street, Twyford, Hampshire, SO21 1NW

The closing date for applications is **12 noon on Wednesday 24<sup>th</sup> March 2021.**

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Julie Thomas by telephone: 01962 712269.
- Selected candidates will be invited to interview at Twyford School on Friday 26<sup>th</sup> March.

*Twyford School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undertake children protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service (DBS).*

