HARROW SCHOOL
MEDICAL CENTRE

JOB DESCRIPTION

BAND 6 NURSE

Harrow School was founded in 1572 and is therefore steeped in history. It is an independent boarding school that caters for about 800 boys between 13 and 18 years of age. The boys are accommodated in 11 boarding houses and they are cared for on a day to day basis by the House Matron who is not necessarily medically qualified. The House Master is responsible for all aspects of a boy’s life at Harrow and the House Tutor helps him in this task.

The School Medical Centre provides a fulltime medical service for the boys and employees of the school - both teaching and support staff. The level of involvement for the latter is on an emergency basis only. The treatment room in the Medical Centre is equipped with up to date First Aid equipment and nursing staff have either recent Accident & Emergency experience or hold current First Aid qualifications. A duty sister is also available to visit boys sick in their Boarding House and to attend accidents within the School.

The Medical Centre nursing staff consists of three fulltime and two part-time sisters.

The Stanmore Medical Centre provides one of three doctors each morning Monday to Saturday in term time. A triage system operates so nurses can practice their nursing skills to a greater extent. Out of hours medical care is normally directed through the primary care centre at Northwick Park Hospital.

The Medical Centre also provides a Physiotherapy clinic through a local chartered physiotherapist. Clinics are also provided for Asthma, Diabetic and Foot care and routine and travel immunizations are administered from the centre. Medical Examinations of new boys take place annually.

A consultant in Child and Adolescent Psychiatry attends weekly to provide consultation and liaison to the centre staff on the emotional and psychological aspects of the boys care, as well as providing a direct service to the boys and their families.
HARROW SCHOOL

Medical Centre

Job Description

Job Title: Nurse – Band 6

Accountable to: Senior Sister
Ultimately accountable to: Bursar

Purpose of Job: To provide safe and up-to-date medical care of pupils and staff at Harrow School both within the Medical Centre and the school community as required.

Main duties and responsibilities

Management Role

• To deputise for the Senior Sister when on duty alone or as required.
• To identify and seek solutions to staffing levels on a shift basis as required, thus ensuring the Medical Centre is adequately staffed.
• To oversee the computerisation of all vaccinations, pre and present.
• To organise and run the Asthma / CDM clinics.

Nursing Practice

• To undertake the triage, diagnosis, treatment and/or referral of injuries and illnesses in accordance with agreed protocols.
• Provide emergency care of boys and staff employed by the school.
• To provide a high standard of research based care to boys admitted as inpatients to the Medical Centre.
• To provide nursing advice to House Masters, Matrons and Masters as requested
• To ensure the safe storage and administration of medicines according to NMC guidelines. Maintaining appropriate records as necessary
• Undertake routine vaccination programmes as directed by the Senior Sister.
• To ensure the safe administration of Travel Vaccinations.
• To ensure adherence to Child Protection Protocols within the School, discussing any concerns with the Senior Sister or School Doctor.
• To provide a regular clinic for asthma care in accordance with the NICE guidelines.
• To provide First Aid support at sporting events when required to do so.
• To provide other health care related services as required, not listed above, to ensure an outstanding level of care is maintained at all times.

Nurse-pt-Sept 2008  09/06/2008
• To accept Named Nurse responsibilities as requested by the Senior Sister for boys with complex needs.

Health Records

• To document accurately all consultations and communications regarding patients on the EMIS system or other modes as required.
• To maintain accurate records of drug administration within the Medical Centre.

Health Education

• To promote Health Education throughout the School population and on an individual basis.

Confidentiality

• To ensure the maintenance of confidentiality at all times

Communication

• To liaise regularly with the Senior Sister on Medical Centre issues
• To contact the Senior Sister urgently on serious issues such as Child Protection concerns.
• To confer regularly with the School Doctors.
• The boys’ parents when necessary.
• Provide high levels of communication with the House Masters and Matrons.

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 will be to adhere to and ensure compliance with the School’s Child Protection 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 his/her Line Manager or the School’s Child Protection Officer.

This position is subject to an Enhanced CRB Disclosure in the event of a successful application. Copies of the School’s Code of Practice is available from the Personnel Department.
HARROW SCHOOL

Band 6 Nurse

Person Specification

QUALIFICATIONS

Essential
- First Level Nurse
- Evidence of continuing education

Desirable
- Dual qualification RN/Child Branch
- BLS Course

EXPERIENCE

Essential
- 12 months post qualification experience

Desirable
- Experience of working with adolescents
- Experience of working in a school environment
- A & E or minor injury experience

SKILLS

Essential
- Able to prioritise workload
- Able to work to a high standard, following protocols, with minimal supervision
- Proven ability of working within a multi-disciplinary team
- Excellent communication skills
- Ability to motivate/work with pupils
- Ability to offer a high level of pastoral care to pupils
- Ability to develop a culture of mutual respect with pupils
- Emotional resilience
- Ability to react quickly to deal with an emergency at the Sports or other areas of the School

Desirable
- Basic IT skills including Excel and EMIS.

Nurse-pt-Sept 2008  09/06/2008
HARROW SCHOOL

BAND 6 NURSE

ADDENDUM TO PARTICULARS OF TERMS AND CONDITIONS OF EMPLOYMENT

(Full Particulars of Terms of Employment will be issued on appointment)

**Hours of work:**
26 hours per week, term time only, to be worked on an annualised basis in accordance with roster.

**Salary:**
Salary will be paid on the Harrow Scale at a point relative to the RCN Scale 6 according to experience and qualifications. Salary will be approximately £13,000 per annum pro rated to term time plus paid holiday in advance (approx £25,000 per annum if full time salary).

Salary will be calculated using hourly rate x 26 hours per week
x 36 weeks + 4 weeks & 1 day’s holiday = salary p.a. / 12 = monthly salary

**Holidays:**
A pro rata Holiday & Bank Holiday payment will be made within salary
Holidays should not be taken during term time.

**Pension:**
Opportunity to participate in contributory Support Staff Money Purchase Scheme on commencement of employment subject to qualifying conditions.

**Probationary period:**
Up to one year

**Retirement age:**
65

**Notice period:**
One month during probation, 3 months thereafter

**Other Benefits:**
- Lunch available free of charge in dining hall
- Use of School swimming pool at designated times
- Membership of Harrow School Golf Club at subsidized rates
- Subsidized membership of Harrow Lawn Tennis Club
- 10% discount on cash purchases from School Shop
- 10% discount on cash purchases from Works Department
- On site School Hairdresser
- 10% discount at the Plantation Garden Centre

This position is subject to an ENHANCED Criminal Records Bureau Disclosure in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the Personnel Department.

Nurse-pt-Sept 2008

09/06/2008