



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## JOB DESCRIPTION

### **SCHOOL NURSE / FIRST AID PRACTITIONER PART-TIME – 2-3 DAYS PER WEEK TERM TIME ONLY TO START AS SOON AS POSSIBLE**

**Job Title:** School Nurse / First Aid Practitioner  
**Reporting Line:** Deputy Bursar  
**Location:** Hampton School

#### **Hampton School**

Hampton is one of the country's leading, most successful and best-resourced independent schools, where we have been helping boys to fulfil their potential and realise their aspirations for more than 460 years. We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness.

Our pupils' public examination results and university entrance record consistently rank among the best achieved anywhere. Around 95% of Hampton leavers go on each year to undergraduate courses at Russell Group universities; 20-30 Hamptonians are offered places at Oxford and Cambridge annually and 20% of our Class of 2021 attend global top-10 universities. An increasing number of our leavers go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and pupils.

Situated on a greenfield site in a leafy suburb of South West London, Hampton benefits from over 27 acres of playing fields within spacious grounds; a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large Sports Hall and the Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages. We have recently opened a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles (LEH), enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely-awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were received across the board. A further Regulatory Compliance Inspection in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

## **The Role**

Hampton School is seeking to appoint an experienced part-time School Nurse/First Aid Practitioner to join the current Nursing team.

The position is part-time, term-time only and will be line managed by the Deputy Bursar and work closely with the Deputy Head. The School Nurse/First Aid Practitioner has day-to-day responsibility for meeting the health care needs of pupils within the School and key to success in this role is the ability to provide a friendly, approachable and warm nursing service and to operate the highest professional standards. The role involves liaison with pupils, parents, School staff and other health professionals as appropriate.

## **Main Responsibilities**

### **First Aid**

- Responsibility for provision of First Aid for all pupils, employees and visitors the School
- Responsibility for the provision of First Aid equipment throughout the School; monitoring of the use and reliability of this equipment
- Liaison with First Aiders in charge of activities throughout the school, and in particular Sports
- Liaison with the School counselling team; acting as a point of contact for boys with emotional problems and referring these on as required
- Assistance in the training of First Aiders
- Teaching of First Aid throughout the School
- To be the holder of a First Aid at Work qualification and to seek renewal of this qualification as necessary
- Responsibility for checking of AEDs and providing up-to-date refresher courses

### **Accidents/illness at school**

- Acting as the point of referral for all instances of pupils and staff requiring medical assistance
- To make referrals to hospital as necessary
- Arrangement of transport to hospital, accompanying members of the School if necessary
- Immediate liaison with parents in emergency cases; follow-up of such cases after referral to hospital as required
- Ensuring accident reports are completed on Evolve and according to agreed School policy

### **Health Education and Preventative Measures**

- Be responsible for keeping up to date with COVID-19 requirements or any other future pandemic
- Preparation for and assistance with immunisations
- Attend and constructively participate in and prepare reports as required for the School's Health and Safety and Governors Committee
- Promote the wellbeing, physical and mental Health of all members of the school community
- Involvement in the School's PHSE programme
- Prepare and manage Individual Health Plans for students with Chronic Health conditions e.g. diabetes, epilepsy, asthma, anaphylaxis, to enable pupils to participate fully in school life
- Work with teachers to identify students with particular developmental concerns, assess their health status and make specialist referral recommendations where necessary
- Membership of the School's Nutrition Review Group (SNRG) Committee

### **Administrative Duties**

- Maintain accident/incident report forms and report and urgent or immediate concerns to the Deputy Head
- Maintain confidential student medical records in line with GDPR

- Assisting with the daily registration process, including checking absentees via liaison with Form Tutors and generating absence lists
- Maintenance of an up-to-date and accurate list of medical allergies and conditions for members of the School community
- Carrying out other administrative duties as agreed with The Headmaster, Deputy Head or Bursar

#### **Other**

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

**Please note** that there may be some changes and additions to the above dependant on qualifications, skills and experience, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

#### **Personal Specification**

The successful applicant will be able to demonstrate the following skills, qualifications and experience:

- Qualified to SRN/RGN level or relevant First Aid qualification
- A commitment to the Safeguarding and wellbeing of pupils
- Highly motivated, enthusiastic and dedicated to ensuring the best outcome for pupils
- Personable, confident, self-motivated and able to demonstrate excellent written and verbal communication skills
- Experience of working with children or young people ideally from within a School environment
- Cheerful and well-presented
- Able to deal politely and effectively with staff, pupils, parents and other Healthcare professionalsthe general public
- Understand fully what is required to promote the aims and ethos of the School and understand the nature of independent education and of the high expectations within the sector
- Awareness of Health and Safety issues (First Aid training will be provided)
- Ability and willingness to learn on the job and attend INSET as required
- Methodical with excellent organisational skills
- Flexible and adaptable in order to meet ever-changing needs and priorities
- Capable of working independently and as part of a teamIT skills (e.g. use of Microsoft Office software) will be an advantage but are not essential

#### **Training**

Where necessary, to undergo on the job training under the general direction of the relevant line manager to increase competence, proficiency and safety awareness.

To attend INSET training outside the School as appropriate to increase competence, proficiency and safety awareness.

#### **Salary**

The salary will be commensurate with qualifications, skills and experience and will be pro-rated to reflect the part-time, term time contract. Working days and hours will be agreed at time of appointment.

Applicants are invited to contact Lisa Craddock (Head of HR) in confidence for further information on the pro-rata salary.

The Governors review salary Scales each year to ensure they remain competitive. This is paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, in 12 equal payments.

### **Hours**

The position is part-time, ideally working 2-3 days per week (preferably Wednesdays, Thursdays and Fridays) during the Hampton School term time only (approximately 34 weeks per year). Working hours will be up to 24 hours per week - 8:30am to 5.00pm (with half an hour unpaid for lunch), depending on the availability of the successful candidate.

**Availability to be discussed at interview and exact working days and hours will be agreed at time of appointment.**

Attendance at Open Mornings, 11+ Entrance Exam and 13+ Pre-Test is required as part of these contractual hours.

### **SAFEGUARDING**

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 Safeguarding Policy and Procedures at all times.

### **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend for interview, please inform the School.

The School reserves the right to offer the post at any stage in the appointment process.

**Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure**

January 2022