



CANDIDATE BRIEF

School Nurse and Health Advisor
(Temporary Maternity cover)





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on

traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale. Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - SCHOOL NURSE AND HEALTH ADVISOR

Hours of Work:

16 hours per week, Monday, Tuesday and one hour on Wednesday (can be remotely) , term time plus one week per year. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively. Some evening and weekend working may be required. Working hours will be agreed in advance with your line manager and time off in lieu may be given at your line manager's discretion.

Salary: Within RGN Scale Band 5

Position:

Fixed Term (Maternity cover), term time plus INSET training days and pre-term in summer

Role overview: We are seeking to appoint a School Nurse at Sibford School to proactively support pupils' health and wellbeing in order for pupils to fully participate in an active school life. The role will provide practical day to day nursing for the school community as well as advising upon best practice in healthy living, first-aid and illness prevention.

The successful candidate will have:

- Current SCN, RN-child, or RGN with relevant experience (ie A&E, school nursing, Practice nursing)
- Either school nursing, A&E, paediatric nursing or experience in adolescent health
- Minimum 3 years post registration experience

Experience in the field of paediatric mental health and a good working knowledge of Child Protection issues would be beneficial although full training will be provided on appointment if a refresher course is necessary

Closing date for applications: **2pm on Wednesday 26th February 2025**

Interview date: **Week commencing 3rd March 2025**

This role is subject to undergoing a satisfactory Enhanced DBS check with Children's Barred list.

We reserve the right to close prior to this date should sufficient applications be received.



THE ROLE - SCHOOL NURSE AND HEALTH ADVISOR

Main Responsibilities:

- The proactive provision of medical care to pupils and staff on a daily basis
- Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis
- Treating pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as possible
- Where necessary, arranging for the pupil/staff member to get home safely or to alternative care, e.g. parent, guardian, or to hospital
- Administering and ordering medication according to school policy
- Maintain medical equipment as required
- Performing necessary health checks to assist with diagnosis
- Arranging outpatient transportation and chaperoning pupils to medical appointments to hospital as required
- Liaison with parents and staff in accordance with school policies on medical and mental health
- Be an active participant in the delivery of the schools' PSHE programme on mental and physical wellbeing
- Take an active lead on developing and supporting mental health care

Coordinating immunisation programmes:

- Liaising with local health authorities in the organisation of immunisation programmes
- Arranging and managing communication with parents with regard to consent
- Maintaining records on electronic register where appropriate

Providing support to academic staff in pastoral care and counselling:

- The School Nurse will work closely with the Designated Safeguarding Lead and pastoral leaders but at all times exercise judgement regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children
- The School Nurse will liaise with the School Wellbeing Coaches to set up an appointment schedule and maintain a record of appointments.

The Nurse has responsibility for the day-to-day management of the Medical Centre and in particular:

- Ensuring that the Medical Centre is appropriately staffed, stocked and equipped
- Ensuring safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around school and replacement of supplies as required
- Timely maintenance of pupil files, medical records and Medical Centre attendance records
- Organisation of essential emergency medications in the Dining Hall and on trips

Liaison with House parents or equivalent with regard to any medical issues concerning pupils:

- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities
- Regular meetings with senior pastoral staff to provide advice on effective pastoral care for particular pupils
- Drafting and updating of 'essential care list' of pupils with 'need to know' conditions
- Providing general advice and training for staff for initial care of pupils with particular medical needs

Involvement in Health and Safety issues:

- Working with staff to ensure the timely completion of accident reports and following school policy in the submission of RIDDOR reports
- Medical representation on the School Health and Safety Committee



THE ROLE - SCHOOL NURSE AND HEALTH ADVISOR

Teaching of pupils and / or staff

- As requested, provision of first aid updates for members of staff, particularly P.E. staff or those regularly involved in residential trips
- As requested, contributing to topics within PSHE schemes of work and/or other Meetings (Mental Health, Sex Education, Healthy Eating).
- As appropriate, raising awareness of medical, health and wellbeing issues to pupils and staff throughout the school – this may be by distributing appropriate material via pastoral staff, or updating health issues notice boards
- Keep up to date with training on Staff Welfare, Immunisations, First Aid for trips and Defibrillator.

General

- Providing cover for sports fixtures, games sessions and other events as required
- Some additional Saturday working may be required to cover Open Days and events but adequate notice will be given in advance
- Carrying out such other duties within the postholder's capabilities as may be responsibly requested from time to time
- To be, wherever possible, available out of hours for consultation by phone if required by House parents

Holidays

- The salary includes 25 days paid holiday entitlement pro rata plus public holidays pro rata, to be taken during school holidays (rising to 30 days pro rata after 5 years service).

Confidentiality

- The need for absolute confidentiality and discretion, both within the school and the wider community must be understood.

Administration

- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine etc on entry to school and at agreed stages of school career are obtained and retained
- Assisting with the implementation and regular updating of pupil health care plans
- Maintaining electronic records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
- Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing body

Probationary Period

- This appointment will be subject to the completion of a probationary period of four months to the satisfaction of the Deputy Head.

Lunch Period

- There is an unpaid lunch break of half an hour. A complimentary lunch is available in the Dining Hall on working days.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Qualifications	Current RSCN, RN-child, or RGN with relevant experience (ie A&E, school nursing, Practice nursing)	Experience in the field of paediatric mental health
Experience	Either school nursing, A&E, paediatric nursing or experience in adolescent health. Minimum 3 years post registration	Good working knowledge of Child Protection issues (training will be provided on appointment if a refresher course is necessary)
Ability/Skills	Ability to work independently without medical back up on site. Computer literate. The school typically uses Word and Excel plus SIMS.	
	Medically fit and able to cope with a physically demanding site.	
	The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance.	
	Willing to make a full, proactive contribution to the life of the school.	
	An exemplary attendance record in his/her present and previous employment.	
	Excellent communication and interpersonal skills, especially with children and essential for liaison with all members of staff across the whole school.	



PERSON SPECIFICATION

Requirements	Essential	Desirable
Personal Attributes	Confident and calm when dealing with a range of accidents and first aid issues.	Pro-active and Good sense of humour.
	Friendly, sympathetic and supportive personality.	A desire to actively participate in the wider life of the school community.
	Energetic, motivated and enthusiastic.	
	Sympathy with school, ethos and values.	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

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