

BRIEF FOR THE POSITION OF

# SCHOOL NURSE

WOLDINGHAM SCHOOL



MAY 2021





# The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and we expect to have more than 600 students enrolled from September 2021.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 10% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.







## HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

## ETHOS

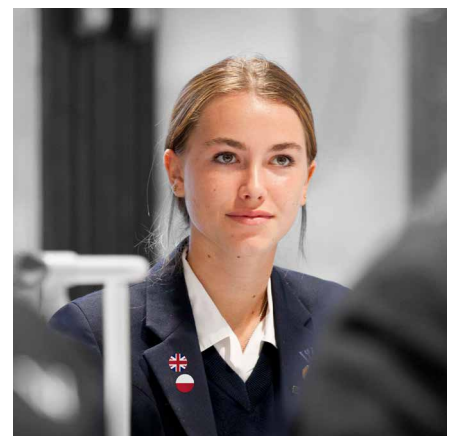
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





## ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 10% of schools in the UK for 'value added education.' In 2020, 72% of A Level grades were A\*-A and 62% of GCSE grades were 9-8. In 2020, 10 Sixth Formers took an EPQ and seven achieved an A\*.

Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

### Willingness

to work hard and make mistakes

### Opportunities

to maximise all learning

### Learning

is a life-long process

### Determination

to succeed

The school offers a broad curriculum with 27 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.







### PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

### THRIVE

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

### BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

### EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



## SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House

sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

## CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal

recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

## LOOKING FORWARD

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.

# The role

Job title: School Nurse  
Department: Health Centre  
Responsible to: Senior Deputy Head

## ROLE AND PURPOSE

Woldingham is seeking to appoint a Lead Nurse who will work full time in school term time with some work at the beginning and end of the main school holidays. The Lead Nurse will provide a clinically effective, high-quality service of nursing care and pastoral support within NMC guidelines to pupils.

The School currently requires the Health Centre to be staffed overnight and therefore this role could suit someone who wishes to be resident as there is a one-bedroom self-contained accommodation available; alternatively, the arrangement could also be made for an overnight duty basis. The School will be prepared to discuss these options for accommodation arrangements at interview.

The Lead Nurse must maintain registration as a general nurse on the NMC register.

## HEALTH CENTRE

The Health Centre provides care primarily for boarders and day pupils but also to staff and visitors at the school. The team comprises of two Nurses and is supported by the local GP practice where the doctor visits routinely each week in term time. The Health Centre liaise with the school pastoral team to provide an effective 360-degree programme of care for all pupils. The role is varied and requires the ability to work independently, as well as part of a wider team.

The Health Centre comprises of an office and treatment room, examination room and ward rooms offering 10 beds, which are used occasionally.

The role would be taking the lead and responsibility for the Health Centre practice and procedures and is line managed by the Senior Deputy Head.

There is a genuine occupational requirement (as defined by Schedule 9 (Part 1) of the Equality Act 2010) for the postholder to be female. Accordingly, this post is open to women only.

Close to London, yet in an outstandingly beautiful rural setting, Woldingham is a happy and successful Catholic boarding and day school for girls aged 11 to 18. With a strong community and caring culture, we are building on a proud heritage that stretches back over 175 years. We're now driving an exciting future that's underpinned by fresh ideas, an innovative spirit and state-of-the-art facilities.







## DUTIES AND RESPONSIBILITIES

### Key responsibilities

- Oversee the physical and mental health of pupils of the school, including health checks for all new boarders.
- Act as a role model and motivator for other members of the team.
- Provide first aid and emergency care and treatment, as necessary.
- Adhere to the NMC Code (Standards of conduct, performance and ethics for nurses and midwives) and be conversant with the relevant NMC advisory papers. Managing regular surgeries, which are available to all girls and emphasise positive health, including the weekly GP surgeries. Arranging for resident staff (registered with the GP) to see the GP during the school surgery time, if practical.
- Managing students with chronic conditions e.g. Diabetes & Asthma.
- Providing nursing care of girls who are admitted to the Health Centre, including overnight occasionally.
- Maintaining and updating the health records of all students.
- Oversee the maintenance of a daily logbook, recording the dispensing of drugs following correct drug protocols.

- Maintenance of first aid boxes throughout the School and advising the School's Health and Safety staff on matters of health as necessary;
- Liaise with parents, the Head, the Senior Deputy Head, Head of Boarding and Heads of Year/ Boarding Staff (and when applicable to members of the Physical Education staff) on matters of health.
- Co-ordinate routine immunisations with the School Community Immunisation programme.
- Liaise with the boarding staff to ensure the immunisations of those who travel abroad are up-to-date.
- Arrange dental, orthodontic and other medical appointments. Organising escorts, informing staff, parents and the Director of Finance and Operations, as necessary.
- Ensure the timely reporting of accidents, following the School procedures.
- Take responsibility for the smooth and efficient running of the Health Centre, ensuring efficient systems and processes are in place.
- Ensure the provision of, and access to, a range of publicity materials on issues relating to student health.
- Order, stock-keep and control of medical supplies; maintaining safe storage, and disposal.
- Apply appropriate procedures for the safe disposal of medical waste.
- Provide advice on health matters, including first aid and emergency procedures, to staff.
- Promote health education throughout the School, including occasionally assisting with PHSE and health related matters covered as part of the school curriculum.
- Respond immediately when called to an emergency. Woldingham has a large campus and the Health Centre is committed to a seven-minute response time to attend an incident.
- Undertake any other tasks as may reasonably be requested by the Head.
- This Job Description provides a guide to and general description of the duties and responsibilities of the Lead Nurse. It is not exhaustive and may be amended from time to time.







# The person

## SKILLS

### Desirable

- Be self-motivated, enthusiastic and committed to supporting the School fully in this responsible position.
- Demonstrate excellent leadership and teamwork skills with the ability to motivate others.
- Possess high integrity and initiative who can think ahead, prioritise and work accurately and flexibly without undue direction.
- Ability to mix easily and work effectively with all members of the school and wider community, pupils, parents, staff and other professional agencies.
- Demonstrate sound judgement and discretion.
- Capable of being sympathetic, patient, even-tempered and calm when under pressure.
- Have energy and stamina; capable of coping with the demands of the post.
- A person who enjoys the company of teenagers, is relaxed in their company and who is keen to help them with their health and personal development.
- Have a good sense of humour and be able to work effectively both independently and as part of a team
- Be committed to continuous self-development, by attending appropriate training courses etc.



- Possess excellent administrative and ICT skills. Knowledge of iSAMS and CPOMS would be desirable.
- Be an effective communicator and a sound command of written English.
- Possess a driving licence and own a vehicle would be desirable, particularly given the size of the school campus.

## ETHOS AND WHOLE SCHOOL VALUES

### Essential

- Committed to operating as part of the School community and having sympathy with independent education and the values of the Catholic nature of the school.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

## SAFEGUARDING AND PASTORAL

### Essential

- Committed to safeguarding and promoting the welfare of children and young people.

## QUALIFICATION

### Essential

- **Fully qualified: RGN with child/school experience, RN with Child Branch or RSCN.**



## Salary and Benefits

- Start date: September 2021
- Salary: A competitive salary based on the RCN scale will be offered for the term time role on offer and will include an element to cover pro-rated statutory holiday entitlement.
- Pension: The successful candidate will be auto-enrolled in the School's defined contribution pension scheme. There is an opportunity to opt out.
- Hours of Work: This is a term time position with an overlap for start and end of term. The hours of work will be based on a rota with the other member of the nursing staff. Please note that this pattern currently involves overnight and weekend duties to meet the needs of the boarding pupils.
- Notice: There will be a probationary period of a year, during this time the notice period will be two months. Thereafter, the notice period required by either side will be a full term.
- Facilities: Meals are provided during term time when on duty. Members of staff can use the School's Sports facilities at allocated times.
- Uniform: The successful applicant will be expected to purchase and wear an appropriate nursing uniform to convey a professional image when on duty, which the school will reimburse.





# How to apply

## WOLDINGHAM SCHOOL IS RECRUITING A NEW SCHOOL NURSE

The closing date for applications is 9.00am on **02 July 2021**.  
Interviews will take place in the week beginning **14 June 2021**.  
To apply please submit your completed application form to  
[hr@woldinghamschool.co.uk](mailto:hr@woldinghamschool.co.uk) with a supporting letter.

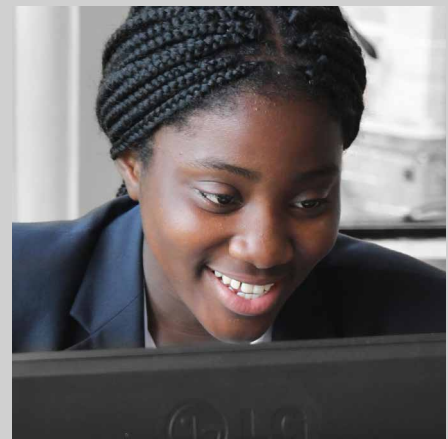
**The School reserves the right to interview and/or appoint at any time during the recruitment process. The vacancy will close once a suitable candidate has been appointed.**

## PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a new Leadership Programme in development for September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.







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