



THE MOUNT SCHOOL YORK

APPLICATION PACK FOR

SCHOOL NURSE (MATERNITY COVER)

TERM TIME ONLY

Closing Date: 31 January 2025 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the junior school, and girls in the senior school, with approximately 230 pupils in total. The Mount offers a comprehensive boarding programme for senior school girls, a provision which is currently over-subscribed.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers. We are an iPad School and all pupils and staff work with iPad technology.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.

APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Head.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to Michael Aldridge, Head of HR and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to recruitment@mountschoolyork.co.uk.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

Previous Employment

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. **References will be sought on short listed candidates prior to interview** and we may approach previous employers for information to verify particular experience or qualifications, before interview.

Online Checks

Please note that for the successful candidate The Mount School York completes online checks in line with DfE guidance.

Safeguarding Policy

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

<https://www.mountschoolyork.co.uk/wp-content/uploads/2024/10/Safeguarding-and-Child-Protection-Policy.pdf>

We look forward to receiving your application by **31 January 2025 9:00am**



BENEFITS AND SALARY

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Salary £36,643 - £40,048 FTE
- Term Time 35 Weeks
- Subsidised quality meals and refreshments during term.
- Free on-site parking.
- Use of the School's excellent facilities including reduced rates to use the Fitness Suite
- Salary paid monthly into a bank account on the 25th day of each month.
- Pension Scheme.

SCHOOL NURSE (MATERNITY COVER)

We are seeking an experienced and dedicated School Nurse to join our team on a maternity cover basis. The cover period is for up to 12 months. This pivotal role supports the social, mental, physical, and moral development of children within our School community, with a particular focus on the residential boarding environment.

As School Nurse, you will be responsible for managing the health care services across the School, ensuring the well-being of our students and fostering a safe, nurturing, and supportive environment.

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed.

The post holder may be required to undertake any other reasonable task requested by the Head which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of an independent boarding and day school.

The Mount School, York is an equal opportunities employer.

Starting date: **March 2025**

Job Description: School Nurse	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	School Nurse
Reporting to:	Deputy Principal
Main responsibilities and duties:	To help foster the social, mental, physical and moral development of the children in School including the implementation of school policies; to be aware of and promote at all times the School's ethos, vision, policies and procedures as laid out in the Staff Handbook.
Internal Relationships	Pupils, pastoral staff, Head of Boarding, SENDCo, staff employed by the School, Counsellor and Governors.
External Relationships	Parents, prospective parents, School Doctor, local pharmacy, medical supply companies and multi agencies involved with children's needs.
Health Care	<ul style="list-style-type: none"> • The prime responsibility is to manage the health care services of the School community, with particular emphasis being placed on the residential boarding community. • To immediately inform the Safeguarding Officer and Head and other relevant parties if there are any child protection concerns; to fulfil the requirements of the school's policy on Safeguarding and Child Protection. • Have a sound understanding of confidentiality procedures and how to execute those effectively within a school environment as set out by the school policy on confidentiality. • To liaise with the Head of Boarding weekly and more frequently, as required, with regards the care and wellbeing of the boarding students. • To review the confidential medical questionnaires of all pupils prior to/on entry to the School. • To carry out baseline health checks for all new boarders; height, weight, blood pressure, dental, eyesight and menstruation history and to review medication they are currently taking or have brought into school from home. • To provide staff with appropriate information regarding the pupils' health and/or dietary needs. • To offer the School community appropriate support and advice on a range of health issues and to actively carry out health promotion by a variety of means; in 1:1 discussions with pupils, in lessons, and to maintain up to date information and posters on health promotion boards in the medical centre. • To ensure pupils with additional mental and/or physical health needs receive the support and guidance required to enable them to attend and benefit from attending The Mount School.

- To assess medical needs of pupils and respond appropriately with advice, guidance and/or treatment, recording all medication and/or treatment given, including details of treatment and/or medication, including date and time.
- To work with parents, carers, health professionals and colleagues, as appropriate, to develop health care plans for serious medical and/or mental health conditions. To display photographs and details of pupils who have serious allergies, medical conditions and/or dietary requirements in key areas of school, such as staff rooms and catering, where staff have easy access to this information.
- To work with the teachers to identify pupils who have developmental concerns, assess their health status and refer to specialist health services if necessary.
- Be aware of trends in mental and/or physical health amongst the pupils, as well as accident and near miss incidents and to report concerns to line manager and/or head of health & safety as appropriate.
- To work with the Childhood Immunisation team to co-ordinate immunisation programmes and to ensure parents are sent the appropriate information and consent forms.
- To contact the UK Health Security Agency (UKHSA) Health Protection Team for advice and guidance and/or for reporting, in the case of the outbreak of a notifiable infectious disease.
- To care for boarding students in the medical centre and/or in the boarding medical isolation room, who become unwell during the school day. This includes assessment of medical, social and mental health needs and initiating appropriate treatment. To liaise with the head of boarding, guardians, parents and teachers and to arrange for the parent or guardian to collect a boarder who is too sick to attend school according to the Guardianship policy. To contact the School Doctor if appropriate to arrange a telephone consultation or a face-to-face consultation.
- To arrange for boarders to receive dental or ophthalmic care if required.
- To offer support and advice to students on a range of emotional, mental, physical, identity and sexual health issues.
- To refer young people on to appropriate contraceptive services if required.
- To liaise closely with parents on matters arising in school in relation to their daughter's physical, social, emotional and mental health issues. Consent to administer medication is given or withheld as part of the Confidential Medical Questionnaire however in addition to this, the school nurse must telephone Junior School parents prior to considering administration of any medication.
- To maintain all first aid boxes, burns kits, diabetes kits, emergency EpiPens, emergency asthma kits, and first aid signage around school as well as to provide medical information and first aid bags requested for school trips.
- To inform parents, guardians, the Head and Bursar as soon as is practicable of any near miss, serious incident and/or injury. To record the accident on an accident report form and conduct an accident/incident investigation and to send it to the Head and the Bursar and inform staff as appropriate.

	<ul style="list-style-type: none"> • To keep all accident report forms in a file and attend quarterly health and safety meetings where statistics of near misses and accidents are shared. • To ensure that boarding staff are fully trained in the Administration of Medicine, according to the Medicines Policy, and to provide a basic supply of medicines which are monitored and managed according to current protocols. • To be responsible for the day-to-day management of the medical centre. • To maintain the medical room area as a comfortable, hygienic room, suitably equipped for serving the medical needs of the pupils. • To demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.
<p>Record Keeping, Policy Writing and Quality Assurance Procedures</p>	<ul style="list-style-type: none"> • Record all accidents/incidents to the Health and Safety Manager, keeping appropriate records, including accident report forms, RIDDOR reports and near miss and accident investigations. • To ensure up to date and accurate record keeping is maintained using ISAMS and Wellbeing Manager, including the processing of medical questionnaires, which, once information is shared as appropriate with colleagues, is stored in a locked filing cabinet in the medical centre, according to year groups. • To remove pupil medical questionnaires annually when they leave The Mount School and any time inbetween. Ensure they are kept in storage for the period of time required for confidential medical information to be kept. • To adhere to quality assurance procedures in accordance with school policy and protocol. • To assist the Head of Boarding and Deputy Principal with the regular review of the School's medical policies and procedures. • To ensure all policies and procedures are up to date and appropriate for practice. • To ensure nursing revalidation and relevant qualifications and training are up to date and meet NMC guidelines on mandatory training.
<p>Training</p>	<ul style="list-style-type: none"> • To attend staff INSET training where appropriate. • To work closely with the head of PSHE and to deliver RSE to all year groups, starting at Yr 5 with puberty. To deliver health related lessons as requested by teachers and/or if the school nurse recognises a need in the student community. • To provide a programme on basic health education for all boarding students. • To arrange training for appropriate staff to undertake First Aid at Work training and support first aiders with advice as required. • To provide training and advice for teachers and other staff on specific health conditions, e.g. diabetes care, epilepsy, allergies, asthma.

PERSON SPECIFICATION FOR SCHOOL NURSE

	Essential	Desirable
Minimum of 12 months post qualification experience	√	
Excellent inter-personal skills and communication skills	√	
Excellent literacy skills, numeracy skills with ability to use IT particularly Microsoft 365	√	
Discretion and confidentiality	√	
Proven attention to accuracy and detail	√	
Ability to work as part of a team	√	
Strong organisational skills	√	
Ability to work to a high standard, following protocols with a minimum of supervision	√	
Ability to offer a high level of pastoral care to pupils	√	
Ability to prioritise workload and work on own initiative and to deal with daily changing and conflicting priorities	√	
Ability to motivate/work with and relate well to children aged 3-18	√	
Ability to develop a culture of mutual respect with pupils and staff	√	
Experience of working in an educational/school environment	√	
Experience of working with children	√	
Ability to deliver a RSE programme to pupils at the school	√	
Dual qualification RN/Paediatric Qualifications		√
First Aid Qualifications including Paediatric First Aid		√
In sympathy with Quaker values		√
Willingness to participate in the wider community life of the School	√	
Good Sense of Humour		√