

# BEDE'S

<b>Job Title</b>	<b>Summer School Nurse</b>
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<b>Reporting to</b>	Head of Nursing
<b>Key Purpose of the Job</b>	To provide high quality, clinically effective, innovative and inspirational health and wellbeing care to pupils and staff at Bede's Summer School.
<b>Reviewed by</b>	Vanessa Tourle and Danny Kenward
<b>Date</b>	September 2019

## Key Accountabilities

- 1. Clinical Medical provision:** To run daily clinics to ensure a first class Medical Care service is available by managing and overseeing the care of unwell students. Providing medical assessment, planning, implementation and evaluation of care. Responding to medical emergencies, assessing and treating minor ailments, recognise and respond appropriately to significant health conditions from acute to chronic. Help manage chronic health conditions delegating to a welfare officer as appropriate, care planning and risk assessments as required. Liaising with house staff, parents and agents, keeping people informed in a timely manner ensuring handover of care is appropriate, beneficial to the pupil with confidentiality in mind. Work closely with the Welfare Manager and House Parents. Refer and communicate with external agencies as well as work alongside the Safe Guard leads.
- 2. Administration of medicines:** Administer medication according to the School's medicine policy and oversee the safe storage and stock check of medicines. Support the welfare officer in administering homely remedies and teach staff the safe administration of medicine as appropriate.
- 3. Communication and Recordkeeping:** To keep appropriate, accurate, and up-to-date written records; communicate appropriately with parents, Welfare Manager, House Parents, GP and safe guard lead and lead nurse on duty as necessary; ensure confidentiality is adhered to understanding when to share information.
- 4. Welfare & Pastoral Care Service:** To implement Bede's Welfare Policy and provide a first class Welfare and Pastoral Care Service, appropriate to the age and background of the students, in order to ensure their physical and emotional well-being and provide a safe and secure environment that fosters respect, understanding and inclusiveness in which all students can live and study happily. To refer any cases of actual or suspected physical, mental or sexual abuse to the Bede's Designated Safe guard Lead or their Deputy, either directly or via the Centre Director.
- 5. Health & Safety/Risk Assessments:** To read, understand and ensure Health & Safety policies, procedures along with risk assessments relevant to the role are being adhered to, in order for students' and staff to be safe at all times.
- 6. Night Emergencies:** To deal with any emergency situation arising during the night that may compromise the security and/or safety of the students and staff, following Bede's escalation and critical incident policies.

## Measures

1. To ensure daily clinics are run allowing all students who require
2. Simple ailments are diagnosed and treated according to the relevant Protocol.
3. Records are kept up to date in line with Bede's policies, ensuring that any medication

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is translated and recorded correctly. Staff which are required to know are informed of the students' medication/medical requirements in line with GDPR regulations.

4. Unwell students are taken seriously at all times, even if their symptoms are indicative of only a very minor ailment. Students feel cared for and listened to. Unwell students in bed are given food and drink as appropriate and are checked on regularly or accompanied, depending on the seriousness of their condition. Any deterioration in a student's condition is dealt with immediately. Database records are constantly updated. A collaborative approach is adopted between the Welfare Manager, Nurse and House Parents to ensure a first class medical care service is maintained.
5. Risk Assessments and Health & Safety policies and procedures are read and are fully understood. If no Risk Assessment is available, the Activities Manager is informed immediately and the relevant Risk Assessment is written.
6. Any emergency event, incident or situation at night that may compromise the safety of students or staff is dealt with and managed immediately. Absent or missing students are located quickly. Escalation policies are adhered to at all times.

## **Key Dimensions Impacted by the Job**

1. Up to 270 students per week, depending on the centre.
2. Students aged from 6 to 20yrs, depending on the course.
3. Up to 55 staff employed in any one week.
4. A team of up to 12 House Parents, depending on the course.
5. Usually 2 x House Parents assigned to each Boarding House, working on a rota basis of early and late shifts.
6. Minimum staff-student ratio in accommodation at night 1:20.
7. Average Boarding House size of 50-60 beds.

## **Key Skills and Experience**

1. First Level Registered Nurse with current NMC registration or equivalent, and three years postgraduate experience.
2. Minimum 2 years' experience of working with children in a professional context.
3. Experience of managing staff is preferred.
4. Experience of working in a residential context is preferred.
5. Experience dealing with international students is preferred.
6. The ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured and often challenging environment is essential.
7. A strong awareness of Health & Safety (specifically as it relates to residential accommodation) is essential.
8. Strong and demonstrable organisation skills.

## **Key Interfaces**

1. Centre Director
2. Welfare Manager
3. Administrator
4. House Parents
5. Activities Manager
6. Academic Manager
7. EFL Teachers
8. Activities Leaders
9. Students

10. Lead School Nurse
11. Operations Manager
12. Host School Staff (particularly domestic staff)
13. Head Office Assistant Principal

## **Operating Environment and Context of the Role**

Bede's Summer School, which attracts students from 50+ countries from the ages of between 6 to 20 years, is a highly successful enterprise and renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The safety and emotional well-being of students is paramount to the success of the Summer School experience and is a key contributor of why parents send their children, and agents send their clients, to Bede's.

The job holder must be committed to providing a first-class welfare, pastoral and medical care service that not only ensures students' physical and emotional well-being, but also enables them to feel motivated and empowered to seize every opportunity whilst at Bede's. The Nurse must work collaboratively with the House Parents to create a home-from-home that fosters respect, understanding and inclusiveness within a massively culturally diverse environment.

You will be required to diagnose and treat common ailments with homely remedies, administering medication prescribed by a doctor and overseeing the medical care of sick students. All of this is a huge responsibility and requires not only expert organisation skills, much common sense, good observation skills and a sound understanding of children's needs, but also 100% dedication to the job.

The ability to think quickly, show common sense and pay attention to detail in many different and often unpredictable situations is fundamental for this role. Adaptability and flexibility are critical skills, as is a cheerful, positive and can-do attitude, which is a prerequisite of the job.

As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the Centre Management Team are expected to make a significant contribution to the overall effectiveness and running of the Summer School. The Managers' Office can get exceptionally busy with many things happening at the same time; as such, high levels of resilience are required by the jobholder, as well as the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding office environment.

Summer School Nurses are expected to lead by example and are considered ambassadors of Bede's Summer School. As such, they must contribute to upholding the good name of Bede's and at all times, whether on duty or off duty, in uniform or not, Nurses must act appropriately and do nothing that may compromise or jeopardize the School's excellent reputation in the local, national and international community.

It goes without saying that Summer School Nurses must also maintain appropriate boundaries between themselves and the students - they can never become students' friends.

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The working day is long, intense and often quite challenging (especially on arrivals days when there is a lot happening at the same time) but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Even when off duty, you must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ Nurses who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience, disposition and commitment to help us achieve our goal of being the very best Summer School.

## **Safeguarding**

Bede's School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

## **Delegated Authority**

- Assess a person's health and treat common ailments, care plan , monitor and evaluate care and respond to change in health needs.

Triage health needs referring on to external services as appropriate.

- Administer prescribed medication and monitor.

Over see the care of the students health needs and delegate care to the Welfare Officer as required.