

## Queen Margaret's, York

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

### Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

### Aims of the School

Queen Margaret's is a School for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

### Resident Senior Sister

An exciting opportunity has arisen for an experienced Nurse to lead and manage our School nursing team at our Health and Wellbeing Centre in the provision of a clinically effective, high quality service for our girls and other members of our community. The appointee will be responsible for the strategic development of the provision of medical services within the School in line with the recommended best practice guidelines from the Royal School of Nursing, Boarding Schools Association and Care Quality Commission. She will have overall responsibility for ensuring that the requirements in the National Minimum Standards for Boarding Schools in relation to Boarders' Health and Wellbeing are complied with fully and effectively.

The successful candidate will be calm, capable, warm, welcoming and sensitive to the needs of others. She will work in partnership with girls, their parents or guardians, School staff, the School Medical Officer, GPs and clinicians and counsellors to ensure that there is an effective understanding of health issues in the School, that problems do not go undetected and that good health is promoted throughout our community.

This is a resident position, school accommodation will be supplied to the successful candidate and members of her family (if appropriate) during term time. Permission to remain in residence during school holidays is granted at the discretion of the Bursar.

Responsible to Director of Boarding → Deputy Head → Head

## Health and Wellbeing Centre

The Health and Wellbeing Centre is a well-equipped department with a waiting room, treatment room, well-stocked dispensary, lounge, counselling room, four single bedrooms, shower, and bath and toilet facilities. Girls who are unwell can attend the Health and Wellbeing Centre, and boarders can be cared for overnight. The Centre at present operates an open door policy from 08:00-18:00 (Monday to Saturday) and 08:00-13:00 (Sunday) although this is the subject of review. Alongside this, nursing on-call support is available throughout the remainder of the day and night during term time. The School Medical Officer holds surgeries at School on Monday and Thursday and, along with her colleagues, will also see students by appointment at the Escrick GP surgery. The Emotional Wellbeing Practitioner is available for confidential advice and support is available from Clinical Psychologists.

### 1. Main Duties and Responsibilities

#### 1.1 Professional

- To adhere to the NMC Code of Professional Conduct for Nurses and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- To use evidence based practice to develop and maintain a high quality of nursing care for the girls.
- To develop and participate in a clinical audit programme.
- In partnership with suitable others be responsible for the appropriate development of welfare plans and care programmes
- To exercise awareness of professional responsibilities by organising his/her own work to include time to become familiar with current relevant literature and taking opportunity for personal and professional development in line with Post Registration Education and Practice (PREP) and Continuing Professional Development (CPD) standards.
- To act as a role model and motivate team members in working towards innovative high standards of practice.
- To ensure that a code of confidentiality is adhered to.

#### 1.2 Leadership and Managerial

- To be the leader and manager of the Health and Wellbeing Centre at Queen Margaret's.
- To be responsible for the smooth and efficient running of the Health and Wellbeing Centre, ensuring efficient systems and processes are in place.
- To act in support of the Head in being responsible for the recruitment and selection of the nursing staff.
- To be responsible for the induction and the professional development of nursing staff who have been recruited to work in the Health and Wellbeing Centre.
- To ensure that all nurses in the Health and Wellbeing Centre participate in the School's Appraisal System and are effectively encouraged to pursue their own personal and professional development
- To ensure that the Health and Wellbeing Centre has the appropriately trained staff on duty at all times.
- To delegate appropriate responsibilities to other members of the Health and Wellbeing Centre Nursing Staff.
- Within reason, to be available in the event of an emergency (this might be outside term time) to support and advise members of the School's Senior Leadership Team and the Health and Wellbeing Centre Staff on issues pertaining to the health and welfare of girls at the School and to deal with emergencies.

- To be responsible for the weekly staff duty and on-call rotas and ensuring that all relevant members of the School community are kept informed of this.
- To be responsible for managing the duty rotas so that there is an appropriate distribution of hours amongst the nursing staff in accordance to their individual contracts;
- To bring to the attention of the Director of Boarding any concerns over staffing levels or allocation of duties.
- To be responsible for ensuring that time sheets are maintained and that overtime/on-call time of staff is recorded, and to process this appropriately with the Finance Department
- To be responsible for the management of the Health and Wellbeing Centre budget, and be responsible for maintaining and ordering supplies.
- To develop and maintain the philosophy of care within the Health and Wellbeing Centre which is in line with the overall philosophy of Queen Margaret's.
- To continue to develop strong links with other pastoral systems within the School, including Boarding Staff, the Emotional Wellbeing Practitioner and the Clinical Psychologists.
- To develop ways to support the provision of PSHE to girls at all levels within the School.
- To ensure that Health Education lessons are delivered as required.
- To take an active role in the training of School Staff in the areas of healthcare and medical issues.

### **1.3 Clinical**

- To provide a high standard of service to the Queen Margaret's girls and (where necessary) staff which is within professional competence and NMC guidelines.
- To be responsible for the standards of nursing care of all patients.
- To ensure that Medical and Healthcare policies, procedures and protocols are reviewed annually and to be proactive in developing new ones as necessary.
- In collaboration with other ensure that the School has in place all policies relating to medical provision that are required by the ISSR, NMS or other regulation Medical Care and present this to SLT.
- To ensure care plans are developed and written for appropriate girls in liaison with all relevant parties (if necessary involving the Director of Boarding).
- To ensure there are appropriate systems organised within the school year to monitor and plan the care of all girls' health care needs. This includes carrying out health assessment, immunisation and health promotion programmes.

### **1.4 Management of records**

- To ensure that all records necessary are maintained in line with policy
- To assist in the collation and presentation of statistical information as required
- Ensure a comprehensive process of record keeping for all health related issues is maintained across the School and that the School complies with the NCSC requirements on drug administration.

### **1.5 Health and Safety**

- In liaison with the Health and Safety Officer (Estate Manager) ensure the provision of first aid cover
- To ensure the provision and maintenance of first aid kits that are issued from the Centre
- To be involved in the approval of both on and off-site risk assessments and providing first aid kits for outings
- To participate in the meetings of the Health and Safety Committees
- To identify and report risks, accidents and dangerous occurrences
- To operate correct procedures for disposal of clinical waste and sharps.

- To ensuring that medicines and vaccines are stored correctly and securely
- To ensure COSHH regulations are maintained
- To be aware of RIDDOR.
- To undergo training as a School Fire Warden
- If so requested, to undergo First Aid at Work training

**1.6 Other Responsibilities**

- Ensure there is appropriate liaison with parents, ancillary and other staff as necessary, to provide holistic care for girls boarding at Queen Margaret’s, with the girl’s knowledge and consent.
- Be a source of advice for all school staff as required.
- Plan and develop a communication strategy for the Health and Wellbeing Centre and ensure it is effective.
- Attend weekly meetings of the Senior Leadership Pastoral Committee or such other Committees as the Head may request and provide reports on girls and staff of concern
- To be available, within reason, to respond to situations that arise out of term time.
- To ensure that all medical equipment is checked and serviced
- To carry out any other task or function that the Head may reasonably require of you.

**2. Person Specification**

Heading	Essential	Desirable
<b>Educational</b>	Registered Nurse or RN (Child) or equivalent. School Nurse Certificate/Diploma or Specialist/Nurse practitioner or equivalent. Evidence of professional updating Willingness to undertake formal training Computer literacy	Degree in a Health Related Field Health Education Certificate Management qualification
<b>Experience</b>		Health provision in a school environment Experience in a leadership/management position
<b>Skills and abilities</b>	Ability to prioritise Meticulous attention to detail Strong organisational skills Work to deadlines under pressure	Full driving licence with use of a car Previous experience in a Boarding School environment
<b>Personal</b>	Calm and professional approach Ability to project warmth and to reassure Flexible approach to working hours	
<b>Motivation</b>	Love of nursing Strong empathy with teenage girls	

3. The Resident Senior Sister, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the

conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Resident Senior Sister will offer ideas regarding the marketing of QM.

4. All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal ticketing system on the VLE.

5. Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

6. Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

7. All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

8. All staff are required to be aware of the School's policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

### **Terms and Conditions of Employment**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will include relevant School policies, will be documented in due course.

- This is a full time position, predominantly in term-time (on average 33 weeks per year) but with some hours work outside term-time as required. The post holder is expected to provide the out of hours on-call service on approximately 4 nights each week (on average) during term time and to manage her own time, working flexibly to meet the needs of the service. In addition to working term-time, there is a requirement to ensure cover is in place for additional periods outside the school term when the Centre for Health and Wellbeing may operate. It is a requirement that the Senior Sister will attend all school inset days.
- The appointee will receive a salary following the school's own pay structure paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no overtime is paid except in exceptional circumstances and with prior approval and days off in lieu of work are not applicable.
- This appointment is the subject of a probationary period of six months and that period may be extended further following performance review.
- The appointee will be expected to participate in an annual appraisal and complete appraisal of others as required.
- The appointee will be eligible to join QM's own staff pension scheme. This is a contributory money purchase scheme (currently 6% employee and 8.4% employer).
- At the discretion of the Head an appropriate school fees remission package is available for the daughter(s) of the Resident Senior Sister, during their time at Queen Margaret's.

- Meals will be provided during full term during the hours of work..
- Accommodation is provided within the School for the purposes of fulfilment of duties, subject to the terms of a special license agreement. Accommodation shall only be provided whilst the appointee is in the role as described and may change from time-to-time for operational reasons. The Accommodation is available for occupation during term time and, in addition, over holiday periods with the consent of the Bursar.
- The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Director, including attendance at Training Days as required, will not normally be required to work during normal school holidays.
- The appointee is required to give the school three months' notice of his/her intention to leave this post.
- The School operates a non-contractual sick pay policy full details of which are available in the Red Book
- Smoking is not allowed in any of the School buildings or on the School site
- All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the school's Safeguarding Policy. The post holder must be aware of the identity of the Designated Safeguarding Lead and his Deputies.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### **Appointment Process**

All applicants must complete the school's official application form (electronically or by hand), providing a full career history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Head.

- The closing date for applications to reach the school is 5:00 pm on Monday 17 March 2019 and interviews will take place on Friday 22 March.
- Candidates must bring with them to their interview certain documents which will be specified in the invitation to interview.
- An appointment will be announced as soon as possible after the interviews are completed.

**Only applications from female applicants will be considered. This is a genuine occupational requirement in accordance with Schedule 9 Part 1 of the Equality Act.**

**Queen Margaret's School**  
Escrick Park  
York YO19 6EU  
[www.queenmargarets.com](http://www.queenmargarets.com)