



# THE ORATORY PREP SCHOOL

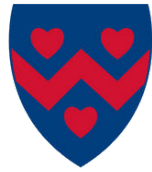
Curiosity | Kindness | Wisdom

## School Nurse

Part-Time Position (Monday and Friday, 9.00am -  
5.00pm, term time only)

Permanent Post: September 2024

[www.oratoryprep.co.uk](http://www.oratoryprep.co.uk)



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## Letter To Candidates

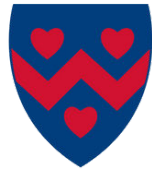
Dear Candidate,

Thank you for your interest in the post of School Nurse at The Oratory Prep School. This is such an exciting time for the school, as it is a real opportunity to appoint the right person to join our talented staff. The Oratory Prep School (The OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefiting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Oratory Prep School aims to provide the best possible education for its pupils, both in and outside of the classroom. Staff are expected to maintain a very high standard of teaching and are provided with every support from the Headmaster and the Senior Leadership Team. We are seeking an enthusiastic and motivated School Nurse to join our high performing team. This is a fantastic opportunity for a Registered Nurse, who is passionate about working within a school environment, to join and really make a difference to the lives of young people.



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The Health Centre Team is part of a wider pastoral and First Aid team whose aim is to promote the physical health and emotional wellbeing of the pupils. The Health Centre is open from 9.00am – 5.00pm during the school day and is a welcoming space offering medical support for pupils and staff.

This support, in conjunction with the wider pastoral team, is designed to meet a wide range of day to day needs, as any medical centre would in the wider world. From meeting the physical needs of some pupils and the administration of first aid, to guiding pupils who might need psychological support, the role is a varied but vital one in our whole school community. The successful candidate will job share with the Nurse who works Tuesday, Wednesday and Thursday, 9.00am – 5.00pm.

For those wanting to join us here at The Oratory Prep School, we would welcome a call from candidates to talk through the process. Should you wish to apply for this post, please include a covering letter, addressed to Mr De Silva, and a completed Application form. Please read through the job description, person specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

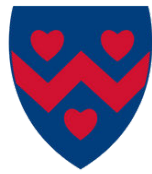
- why you are applying for the post of School Nurse at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates.

Please complete the application form and send, together with a covering letter, to Human Resources, The Oratory Prep School at [humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk). We may interview and appoint before the closing date, so early applications are encouraged.

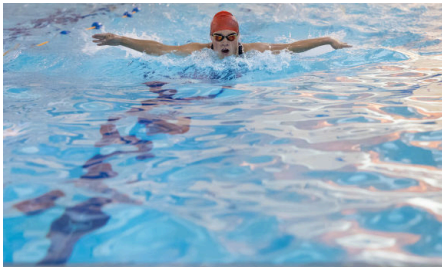
Good luck!

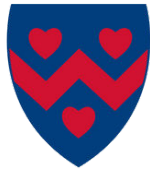
Mr Andrew De Silva  
Headmaster



## Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse programme on Saturdays, called The Newman Programme, offering orienteering to Podcast Club.





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## Advert: School Nurse

We are seeking to appoint a fantastic School Nurse to join our team. The Oratory Prep School (The OPS) has a fantastic local and national reputation as one of the country's leading prep schools, which educates children from 2 – 13. As you can imagine, our fantastic teachers and superb resources and facilities provide our children with unique opportunities, and our staff with wonderful tools to support learning. We are looking for the right person to contribute to our children, our team and the wider school family.

The pupils at The Oratory Prep School are absolutely delightful and are enthusiastic learners. Parental support is very strong and the Governing Body (Bellevue Education) is committed to improving outcomes and experiences for our children.

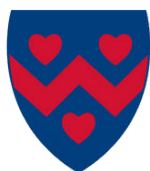
We are looking for someone who is:

- Open to new ideas and willing to commit to new initiatives
- Eager to take a full and active part in all aspects of our school community
- Highly organised and an excellent communicator with staff, parents and pupils
- Naturally positive and a fun team player – with a great sense of humour!

In return, we can offer you the opportunity to:

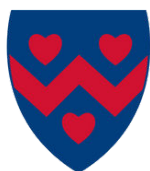
- Work within a school community that is proud of its achievements and well-motivated to continue to develop further
- Work within a supportive team
- Great professional development tailored to fit your needs
- Support from the Bellevue Education Group

The Headmaster, Mr De Silva, would be delighted to talk to potential candidate about the school and about the role. To visit the school/speak to Mr De Silva, please email [humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk). Please use the same email address to receive an application pack.



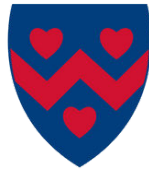
## Details About The Post: School Nurse

<b>Salary and Benefits</b>	<ul style="list-style-type: none"><li>• Salary - £10,546</li><li>• Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;</li><li>• Continuing Professional Development (CPD)</li><li>• Pension with Scottish Widows</li><li>• Perkbox - rewards and benefits platform</li><li>• Swimming sessions in the school pool (free)</li><li>• Generous pro-rata fee remission</li></ul>
<b>Type of post</b>	Permanent Post
<b>Safeguarding of pupils</b>	The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks.
<b>Expected Start Date</b>	September 2024
<b>Working Hours</b>	Part-Time - Mondays and Fridays during term time, 9.00am - 5.00pm.
<b>Equal Opportunities</b>	<p><b>Rationale</b> The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"><li>• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.</li><li>• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.</li></ul> <p><b>Guidelines</b></p> <ul style="list-style-type: none"><li>• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.</li><li>• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.</li></ul>
<b>Closing Date Interview Day</b>	Monday 24th June, midday w/c Monday 1st July



## Person Specification: School Nurse

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Active NMC Registration essential</li><li>• Passion for working with young people</li><li>• School or paediatric experience desirable but not essential</li></ul>
<b>Skills &amp; Training</b>	<ul style="list-style-type: none"><li>• To ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training</li><li>• To be willing to complete Level 3 Child Protection training and any other training relevant to the school setting</li><li>• The ability to prioritise and manage situations under pressure</li><li>• Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner</li><li>• Competent IT skills, including use of word processing, spreadsheets and databases</li><li>• Specifically, the meticulous maintenance of pupil's pastoral and medical records on our school databases</li><li>• Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Health Centre or the School Office</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Fully support the school vision, aims and ethos, and present a professional image at all times</li><li>• Tact and absolute discretion in dealing with all matters</li><li>• Independence but with the ability to work as part of a wider team of support staff and pastoral staff</li><li>• Flexibility in approach to people and to working arrangements</li><li>• A professional, adaptable and proactive attitude</li><li>• Able to respond calmly, quickly and willingly to respond to urgent and unexpected requests</li><li>• Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies</li><li>• Appreciation of and sympathy for the objectives of an independent school and respect for the Catholic ethos</li></ul>



## Job Description: School Nurse

### Qualities & Skills

- Be able to work on his/her own initiative in the execution of the duties outlined below
- Be committed to a process of continuous improvement and the raising of standards in attainment within the school
- Be able to relate effectively to staff, children, parents/guardians and members of the general public

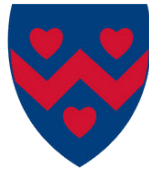
### Key Responsibilities

- Planning care for some children with health conditions
- Undertaking health assessments of pupils who become unwell during the school day
- Administering prescribed and un-prescribed medications and recording all information in accordance with school practices
- Liaising with fellow professionals, educational staff and parents/carers, with the aim of providing a high level of service and striving to continually improve and evaluate the quality of the service
- Contributing to the delivery of Health Education to students, including assisting with delivering aspects of the PSHE programme
- Ensuring that pupils and staff are seen promptly and any further treatment is identified
- Administering first aid and care of pupils referred by staff or self referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc and accurately recording all visits
- To be a listening ear and one of the firsts "ports of call" on the pastoral team. Knowing when to pass on concerns to the appropriate person
- To be responsible for writing and reviewing medical healthcare plans for pupils with more complex health needs, and sharing these appropriately
- To be responsible for writing, reviewing and updating all health centre related school policies
- Advising staff on relevant medical issues
- Liaising with the NHS immunisation team to assist in the smooth running of the School Health immunisations programmes
- Being available to staff leading school trips to offer advice and information regarding individual pupils and medication
- Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for trips and fixtures
- Providing basic First Aid knowledge to staff at the start of the academic year and informing staff of procedures if faced with medical emergency such as the more serious medical conditions they may encounter such as Anaphylaxis

### Day to Day and long-term efficiency of the Health Centre

- Maintenance of the Health Centre and Junior School First Aid room as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff
- To provide appropriate and time-specific health and wellbeing information to the pupil's needs via the Health Centre
- Having an overview of the use of the Health Centre and spotting patterns or trends with individual pupils or groups in conjunction with the Designated Safeguarding Lead
- Updating the Medical Handbook and keeping pupil's medical supplies up to date (epipens, inhalers etc).
- Communication and record keeping
- To ensure effective information sharing and handover with the Health Centre team

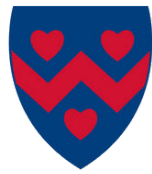




## Job Description: School Nurse

### Key Responsibilities

- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken
- Liaise with the relevant member of staff (Form Tutor, Section Head, and Pastoral Deputy Head) on issues which arise through the care of pupils in the Health Centre
- Completion of accident reports as required, passing them to the Headmaster's PA
- Updating medical records on the school database and liaising with parents as necessary if further information is needed
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon
- Liaising with the local GP on medical matters and in order to keep protocols up to date
- Ensuring that while medical and personal confidentiality is respected the school observes a "joined up" approach in the care of the pupil's Pastoral Support



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PREP SCHOOL

## Find Out More About Our School

For all our latest news and photos, please follow us via our social media channels



The Oratory  
Prep School



@oratoryprepschool



@OPS\_OratoryPrep



The Oratory  
Prep School

Take our Virtual Tour



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire  
RG8 7SF

[www.oratoryprep.co.uk](http://www.oratoryprep.co.uk)