

# ST CATHERINE'S SCHOOL

BRAMLEY, GUILDFORD, SURREY, GU5 0DF

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab



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## HR Assistant

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### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

**Child Protection Statement** - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

## Qualified Bank Nurse RGN Casual hours

### About St. Catherine's School

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 180 are in the Sixth Form and 160 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#).

We require from September or October 2017, a qualified bank nurse RGN/SRN to join the Medical Centre Team which ensures 24 hour medical cover for the school in term-time only. The ideal applicant will live within a 20-minute radius of St Catherine's School in order to provide on call support.

### The Department

The School Medical Centre provides medical care for all girls, aged 4 to 18, including some 150 boarding students. The Medical Centre is situated in the Main Senior School building and consists of a flat for use by medical staff when necessary, a four-bed ward, an isolation ward and a surgery room. An adjacent room

serves as a waiting room and once a week is reserved for use by the School Counsellor. These facilities are also complemented by a Sick Room in the Prep. School for use by Prep. School girls who might then be transferred to the Senior Site if needing closer care until they can be taken home.

The Medical Centre is staffed by a team of 5 qualified Nursing Sisters, under the daily line management of the Senior Nursing Sister who organises duty hours for the whole team. The School is under the medical supervision of the nearby Womersley Surgery and the School Medical Officer is a partner in that practice. She visits the School at least once a week to hold a surgery for boarding students.

### **Personal and Professional Qualities Required**

#### **Personal Qualities:**

The person needs to have a friendly, approachable manner and be in possession of a valid First Aid Certificate. She should be able to work autonomously, demonstrate effective communication skills and have the ability to react calmly and confidently in a crisis. A car owner in possession of a current clean driving licence is desirable. The appointed person must be capable of, and enjoy working with children of ages from 4 to 18 years old.

#### **Specific Duties:**

- Always observe the Professional Code of Practice as laid down by the UKCC
- Care of both day and boarding girls sent to the Medical Centre, and attendance to those around the school as requested by staff.
- Assess, implement, and provide evaluation of in-patient care of pupils admitted to the Medical Centre within agreed levels of competence.
- Total care of in-patients.
- When on duty, sleep in the Medical Centre if necessary for the better care of any in-patients overnight.
- Administer First Aid and emergency care and treatment as required. Check and maintain stock of all school First Aid kits.
- Assist with immunisation programmes
- Help organise and run clinics whilst on duty.
- Liaise with parents, Housemistresses, Head of Boarding, and the senior and prep school Headmistresses, and work closely with the other members of the Medical Centre team to ensure seamless and continuous care.
- Keep accurate documentation in the Daily Log Book, and review both before and after each duty.
- Ensure that conversations with parents are fully recorded.
- Record dispensing of drugs following current drug protocols.
- Deal with accident or emergencies which may arise during the period of duty.
- Escort girls to medical, dental, hospital and specialist appointments as required.
- Provide Health Education and advice to teaching staff to ensure continuity of care of pupils with specific medical needs.
- Liaise with the School Counsellor as appropriate, always maintaining client confidentiality.
- Any other reasonable duty as defined by the School Sister which may become necessary from time to time.

#### **Preventive Health:**

- Participate in child and adolescent surveillance programmes in conjunction with other health professionals, including clinics and regular weighing of girls.
- Operate procedures for infectious diseases control
- Follow procedures for the correct safe disposal of clinical waste.
- Follow procedures for the correct administering of drugs including storage, usage, security, disposal of medical supplies.

### **Health education:**

- Promote Health Education throughout the school
- Take part in the delivery of PHSE in both schools
- Keep up to date with current health promotion initiatives
- Teach First Aid
- Run Anaphylaxis and EpiPen training for staff members

### **Health and Safety:**

- Be aware of all Health and Safety and Medical policies within the school affecting staff, children and the environment, and bring to the attention of the school or School Sister any breaches thereof.

This is not a static or exhaustive list of duties, and is provided to give an overview of the role and responsibilities required. The person appointed will be required to be flexible to meet the medical needs of the whole school community. She is also encouraged to propose initiatives to improve or update processes and procedures in response to any perceived need.

### **iPad School**

In 2014 St. Catherine's became an iPad School, and from September 2016 all students from Year 5 to Year 12 have their own iPads. Staff are not *required* to have an iPad or to use one in presenting teaching materials in the classroom, though all rooms are provided with Apple TVs as well as PCs and projectors or IWBs. However, staff *are* required to ensure that all resources needed for teaching are made available in an electronic format for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are readily available to all colleagues.

### **Remuneration**

Salary will be based on the St. Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

### **Accommodation**

Accommodation is not available for this post.

### **Other Benefits**

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

### **Applications**

The application form should be returned to the HR Assistant, Miss Melissa Hinde, by Friday 15<sup>th</sup> September 2017 and should take the form of:

- a letter of application relating to the specific job description for the post,

- the completed Application Form provided with these details/found on the School website at [www.stcatherines.info/staffvacancies](http://www.stcatherines.info/staffvacancies)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Assistant by email on [melissa.hinde@stcatherines.info](mailto:melissa.hinde@stcatherines.info).

Thank you for your interest in St Catherine's School.

Lorinda Munro-Faure  
Head of Boarding  
August 2017