



KING'S HOUSE SCHOOL

RICHMOND

School Nurse

Candidate Information Pack





Welcome to King's House School

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where the boys (and girls in our wonderful Nursery) thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are constantly investing in our facilities to ensure an inspiring education for students in many years to come. I hope this website provides you with a flavour of what life is like at King's House School, with a staff who develop enthusiastic young people, who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner
Head



“Preparing the boys for life beyond King’s House is integral: problem solving, working with everyone, collaborating, thinking critically, knowing what to do when you don’t know what to do.”

STAFF MEMBER





The School

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the Nursery around the corner on Princes Road. The school also has a 35-acre sports ground just over Chiswick Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, a 3G pitch and all-weather pitch.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are also small intakes at Years 3, 4 and 7. Boys generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Caterpillar Class (rising 3s), are based on the top floor and Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery and the ground floor has an additional room used for music and small group activities. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music and IT departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry to Reception with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games and in some years, Computing. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.



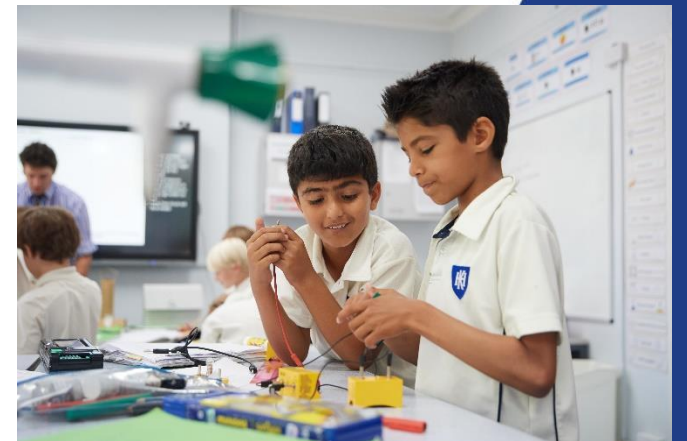


The School

Boys move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two computer rooms, two science laboratories, new design technology room and music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6 with some subjects setted, and streamed in Years 7 and 8. Boys experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also numerous outings for all year groups to enrich the curriculum, and year groups from Year 3 go on residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class size means that we can get to know each child and identify their unique strengths, interests and passions.



An aerial photograph of a large sports complex. The central feature is a large green field divided into several soccer pitches, each with white goalposts. To the right, there are several tennis courts, including one with a red surface and others with green surfaces. In the foreground, a large brick building with a dark roof and a prominent cylindrical tower serves as the main structure. A parking lot with white markings and a few cars is situated in front of the building. The background shows a dense line of trees and a city skyline under a clear blue sky.

First class sports facilities at our 35-acres Sports Ground in Chiswick



School Nurse

The post-holder is responsible for providing a caring and efficient first aid and medical service for all pupils and staff at King's House School (Nursery, Junior and Senior Departments) and occasional assistance at our Sports Ground.

The School Nurse will be involved in ensuring we have up to date information and medication for any medical or health needs the pupils might have, including but not limited to; asthma and allergies. The appointed candidate will liaise with parents to ensure care plans are accurate and up to date and timely correspondence is sent regarding health matters.

In addition, the School Nurse will be an integral part of promoting wellbeing for the boys pupils and staff and working alongside the Estates & Facilities Manager to promote wellbeing initiatives across the school.

Start Date: 4th January 2023 (or earlier if possible)

How to apply: please complete the application form on our website: <https://kingshouseschool.org/application-form/>

Closing Date: 25th November 2022

We welcome early applications and will consider holding interviews before the closing date for strong candidates.

- Salary: up-to £35k per annum based on qualifications and experience
- Reporting to: Estates and Facilities Manager
- Generous contribution to Stakeholder Pension Scheme
- Free school lunches during term time
- Contract type: Permanent, Full-Time, Term-Time Only + Inset days and 3 others



Job Description

Responsibilities

To include but not limited to:

Clinical

- Assess and prioritise first aid and medical issues presented by pupils, staff or visitors to the school; treat in line with accepted good practice and according to protocol where necessary
- Ensure that all documentation regarding any accident or incident on school premises, including the details of any first aid treatment given is recorded in an accurate and contemporaneous manner
- Ensure that any medication given to pupils in school is stored, administered and documented according to the school's First Aid, Medicines and Medical Conditions Management policy
- Monitor the expiration dates of any medicine supplied to the school by a parent, and request replacement when necessary and within a suitable time frame
- Implement adequate infection control measures throughout the school and promote the importance of good hygiene practices amongst pupils and staff
- Monitor on a regular basis all first aid supplies and emergency equipment across departments, restocking and replenishing items when necessary
- Prepare medical bags for school trips, games afternoons and sporting fixtures, ensuring that any medication held in school for pupils is taken by the member of staff and in charge should it be required in the event of an emergency
- Provide first aid support for sporting events held at the school playing fields when requested
- Be available to provide first aid cover for school-run holiday clubs when requested
- Assist with the delivery of PSHE education to pupils in school if requested; provide training to staff in the management of common issues such as allergies and asthma or any other medical condition deemed necessary for staff to have an awareness of
- Arrange for pupils in the relevant age groups to be offered audiology screening and influenza vaccinations on an annual basis, in accordance with national guidelines and in conjunction with appropriate external agencies



Job Description

Communication

- Inform the Estates and Facilities Manager and Senior Management Team in the event of more serious accidents or incidents involving pupils, staff members or visitors which occur on school premises so that appropriate action may be taken as necessary
- Inform parents in a timely manner of any accident or illness involving a pupil which causes concern
- Maintain accurate medical information pertaining to pupils on file; enter any relevant medical details regarding new pupils to any department; update information for existing pupils as necessary on receipt of the completed Medical Information Sheet sent out to parents annually
- Inform the Catering Manager of pupils with food allergies and specific dietary requirements on a termly basis and also upon receipt of any new information
- Inform teaching staff of relevant medical history regarding pupils in their charge at any time, and provide advice or information as appropriate
- Liaise with members of the pastoral team in relation to any concerns regarding the health or wellbeing of any pupil, consulting the pupil's parent where appropriate
- Participate in termly Health and Safety meetings, advising and reporting on any matters or issues of concern within school
- Prepare general medical guidance notes for distribution to the wider KHS community

Professional

- Maintain a working knowledge of statutory guidance and legislation pertaining to Safeguarding children in education
- Provide support and assistance in the handling of any Safeguarding issues which may arise; attend multidisciplinary meetings or case-conferences if and when required to do so by the relevant authorities
- Attend quarterly forums run by the Designated Safeguarding Nurses for Children from Richmond Clinical Commissioning Group
- Demonstrate commitment to continuing professional development by undertaking suitable training and self-directed learning as appropriate, and taking part in clinical supervision groups
- Contribute to the development, implementation and review of policies relevant to the health and welfare of pupils and have an awareness of current developments in public health services and legislation
- Maintain confidentiality of information acquired in the course of undertaking duties for the school at all times
- Attend staff training days at the beginning of each term



Person Specification

The ideal candidate will have some or all of the following:

- Current registered Nurse with at least 2 years' post-registered experience
- Appropriate nursing qualification - RN (Child) on either part 8 or 15 of the NMC register OR RN (Adult) part 1. Minimum 2 years' post-registration experience
- Experience in A&E/Paediatrics/Practice Nursing desirable
- Up to date First Aid at Work Qualification
- Experience of sports injuries will be advantageous as well as working in a school setting
- Flexible, adaptable approach to work
- Caring and considerate approach to pupils and staff
- Confident working alone
- Accuracy and attention to detail and deadlines
- Ability to cope under pressure and to prioritise
- Ability to work effectively both in collaboration with other professionals/teams and also on own initiative
- Excellent inter-personal skills including rapport with students
- Excellent written and verbal communication skills



“Across the whole school, leaders and managers form a strong cohesive team and are highly successful in providing a clear educational direction, enabling excellent outcomes for pupils.”

STAFF MEMBER



Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.