



ST MARY'S SCHOOL ASCOT

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## APPOINTMENT OF A SENIOR NURSE

# WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

**Mrs Danuta Staunton**  
Headmistress



# THE VISION AND ETHOS OF OUR SCHOOL

The school's **Vision** is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's **Ethos** to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



## OUR KEY FEATURES

The Board of Governors defines the school through five features:

**A Roman Catholic school.** Over 97% of pupils and over 50% of staff are Roman Catholic.

**A girls' school.** St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

**A full boarding school.** Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

**A relatively small school.** We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

**An academic school.** St Mary's has a strong record of academic excellence. In 2021, 88% of all A Levels were graded A\* or A and 84% of all GCSEs were graded 9 or 8. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



## ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)



# ABOUT THE ROLE

St Mary's is looking to appoint a Senior Nurse for September 2022.

The Health Centre plays a vital role in caring for pupils in our busy full boarding school and supporting the pastoral, wellbeing and safeguarding needs of pupils during the day and overnight. It is located in the school's main building and is currently undergoing substantial refurbishment for September 2022. The Health Centre will have eleven beds for pupils, a nurse's office, doctor's office, consulting rooms, waiting room, kitchen and bathrooms. The School Doctor holds surgeries at the school twice a week, and all pupils are registered with a local surgery as NHS patients. We have two visiting counsellors, who see pupils in the Health Centre and work closely with the medical and boarding teams, as well as other visiting professionals such as a physiotherapist and an Alexander Technique teacher. The Health Centre team is supported by a part time administrator, who works Monday to Friday mornings during term time.

## PERSON SPECIFICATION

We are looking to appoint a female (GOQ), qualified and registered nurse who is enthusiastic and proactive. They must have a good sense of humour, sound common sense and a genuine interest in and a liking for young people. They should also have highly developed interpersonal skills and, ideally, experience with young people in schools or other paediatric settings.

The Line Manager for the Senior Nurse is the Pastoral Deputy Head.

## MAIN FEATURES OF THE ROLE

- To be responsible for the Health Centre, its staffing, and the medical care provided to all pupils
- To provide a strong clinical lead to a team of four nurses and a part time Health Centre Administrator
- To care for pupils in the Health Centre when on duty
- To actively collaborate with boarding staff and parents to promote good physical and mental health and wellbeing for all pupils, including supporting the school's Skills for Life PSHE programme

## RESPONSIBILITIES

### Leadership and management:

- To develop and maintain a team that provides a high standard of professional care to all pupils, acting as line manager to the nurses and Health Centre Administrator
- To take responsibility for the smooth and efficient running of the Health Centre, ensuring meticulous and accurate record-keeping for all health and medical issues, and the implementation of appropriate systems to ensure excellent practice
- To ensure compliance with statutory medical, safeguarding, Health and Safety and Data Protection requirements
- To be the school's lead member nurse of MOSA, the Medical Officers in Schools Association
- To lead on the strategic development of the Health Centre and the services provided for pupils
- To supervise and monitor Health Centre staff, carrying out annual appraisals in line with school policy
- To allocate and monitor specific responsibilities within the nursing team, such as for asthma and immunisations
- To be closely involved in the recruitment of Health Centre staff and lead on their induction



- To ensure all staff are trained to recognise and respond to medical emergencies such as asthma attacks, allergic reactions (including anaphylaxis) and matters pertaining to diabetes
- To attend all whole staff meetings, including INSET
- To hold regular team and individual meetings with the nurses and the Health Centre Administrator
- To meet with the Pastoral Deputy Head weekly to discuss medical and pastoral matters
- To communicate promptly and efficiently with parents
- To communicate regularly with the School Doctor and GP Surgery, acting as their main point of contact within the school
- To ensure that all necessary medical information and supplies are provided for school trips, such as first aid kits, EpiPens and inhalers
- To liaise with external agencies such as the NHS and the School-Aged Immunisation team
- To liaise with the Domestic Bursar and Estates department to keep the fabric and furnishing of the Health Centre in good order
- To attend the half-termly meetings of the Health and Safety Committee and the SEND Committee
- To organise cover for nurses who are unwell, in conjunction with the Pastoral Deputy Head

#### Clinical:

- To take overall responsibility for the provision of excellent medical care for all pupils
- To maintain a clinical overview of every team member to ensure they maintain equally high standards of practice
- To sleep in the Health Centre as part of the rota to provide overnight medical cover, no more than 1-2 nights each week
- To ensure that individual medical care plans are developed and written for pupils as necessary and in consultation with the pupil's Head of House, the Head of Boarding and the SENDCo as appropriate
- To ensure that risk assessments are carried out as appropriate for individual cases, such as pupils requiring a wheelchair or crutches, or those with other diagnosed medical needs
- To take responsibility for the training and professional development of the school nurses to ensure that annual revalidation with the NMC is achieved
- To take overall responsibility for the coordination of immunisation programmes in school
- To advise trip leaders and parents on vaccination requirements for overseas travel
- To maintain pupil medical information and ensure it is shared appropriately, having regard to medical confidentiality
- In liaison with the School Doctor, to write and review policies and procedures for Health Centre staff according to statutory regulations, ensuring they are kept up to date
- To ensure that accurate records are kept of all pupil visits to the Health Centre, including scanning in and out through the FastVein system
- To oversee the ordering of medical supplies and prescriptions and the monitoring of school first aid kits
- To ensure compliance across the school with the ordering, dispensing and disposal of medicines, including meticulous and accurate record-keeping of medicines kept and dispensed in school
- To ensure all nursing staff have appropriate, valid and in date qualifications



**Other duties:**

- To ensure that the Health Centre systems, policies and practices meet the requirements of the National Minimum Standards for Boarding (NMS), the Independent School Standards Regulations (ISSRs) and Keeping Children Safe in Education
- To develop and maintain excellent working relationships with boarding staff, including Heads of House, Residential Staff and the Head of Boarding
- To provide appropriate medical advice and guidance to pupils, parents and staff
- To liaise with external medical professionals, including private healthcare providers, to ensure an excellent standard of care and communication for all pupils
- To support the provision of PSHE and Relationships and Sex Education through the school's Skills for Life programme, including delivering some aspects of the curriculum and advising on content, updates and focus
- To carry out any other duties as reasonably required by the Headmistress

**WORKING AT ST MARY'S**

**A Catholic school.** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

**Full Time/Part Time.** This is a full time appointment.

**Accommodation.** This is not a residential post. However, accommodation is provided when sleeping in school overnight.

**Working Days and Hours.**

The Senior Nurse will work the following hours each week during term time:

Monday	08.00 – 16.00
Tuesday	14.00 – 22.00
Wednesday	08.00 – 16.00
Thursday	14.00 – 22.00
Saturday	20.00 – 08.00 Sunday (sleeping in school overnight)

From Monday - Thursday, another nurse will take responsibility for duties in the Health Centre from 14.00 – 16.00, with this time available to the Senior Nurse for meetings, management, appraisals, training and other duties as required. The Senior Nurse is not required to be in school on Friday or Sunday.

**Additional Days.** All staff are expected to attend the days of Staff INSET at the start of each term.

**Holidays.** Holidays must be taken during the school holidays and must not clash with INSET.

**Probationary Period.** The first six months of employment will be a probationary period and during the probationary period the notice period by both the job holder and the school will be one week.

**Notice period.** On successful completion of the probationary period, the notice period for both the job holder and the school will be two months.

**Pension.** The job holder will be auto-enrolled into the school's workplace pension scheme provided by The People's Pension. This scheme attracts a 3% employee contribution and a 5% employer contribution.

**Meals.** Meals are provided when on duty.

**Salary.** Competitive, based on qualifications and experience.





## HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by **noon on 13 June 2022** to: [recruitment@st-marys-ascot.co.uk](mailto:recruitment@st-marys-ascot.co.uk) . Applications will be considered on submission.

First interviews will take place on **20 June 2022**. Second interviews will take place on **23 June 2022**.





## ST MARY'S SCHOOL ASCOT

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