



The  
Yehudi  
Menuhin  
School

## **School Nurse/Matron 30 hours a week** (possibly combined with resident Assistant Houseparent)

Required for September 2018

### **Job Description**

#### **School Nurse/Matron**

The School Nurse/Matron plays a key role in the life of this small specialist music school, providing healthcare and support to all our pupils. We are looking for a qualified, experienced, enthusiastic nurse to run the School's health centre and to assist the Houseparents in the day-to-day care of the pupils. Applicants should have excellent communication skills, demonstrate flexibility and initiative, be fully committed to the School's ethos and have a love of music.

#### **Conditions of Service**

The post is part-time 30 hours a week term-time only.

The position could be combined with the role of Assistant Houseparent in one of the residential houses, taking a full part in the life of the School. Accommodation may therefore be available for a suitable candidate.

Salary will be within the range of Band 6 (RCN pay scale) according to previous experience.

#### **Responsibilities**

The main responsibilities of the School Nurse include:

- To promote the safety and wellbeing of pupils at all times
- To provide effective, high-quality nursing and pastoral care to pupils
- To provide advice and first aid care to all members of the school community
- To adhere at all times to the Nursing and Midwifery Council Code for standards of conduct, performance and ethics
- To work closely with the Senior Nurse/Head of Pastoral Care, the School Counsellor and with boarding, academic, music and support staff to promote the wellbeing of all pupils
- To maintain accurate nursing and accident records
- To arrange appointments at the local GP surgery as required
- To transport pupils to appointments
- To store, administer and order medication correctly
- To organise immunisations in school and at the local GP surgery in accordance with the national childhood immunisation programme
- To be responsible for your own continuing professional development and to undertake training as appropriate
- To undertake any other duties as required by the Senior Nurse or the Head in order to meet the changing needs and demands of this busy school
- To conduct yourself with professionalism at all times as a representative of Yehudi Menuhin School

**Person Specification**

Registered Nurse with current Nursing and Midwifery Council registration, ideally with experience of school nursing, minor injuries/A&E and/or practice nursing.  
Current UK driving licence.

**Responsible to** the Senior Nurse/Head of Pastoral Care

**Accountable to** the Head

**Applications**

Applications must be made using the Yehudi Menuhin School application form which can be found on the School website [www.menuhinschool.co.uk](http://www.menuhinschool.co.uk) . CVs without a completed application form will not be considered. Completed applications forms should be sent to Cheryl Poole, Head's PA, The Yehudi Menuhin School, Stoke d'Abernon, Surrey KT11 3QQ or via email to [cheryl.poole@menuhinschool.co.uk](mailto:cheryl.poole@menuhinschool.co.uk)

Applications should reach the School as soon as possible and by Thursday 7<sup>th</sup> June 2018 at the latest. The School reserves the right to interview and appoint before this date if suitable candidates present themselves.

**Closing date** Thursday 7<sup>th</sup> June 2018

The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.