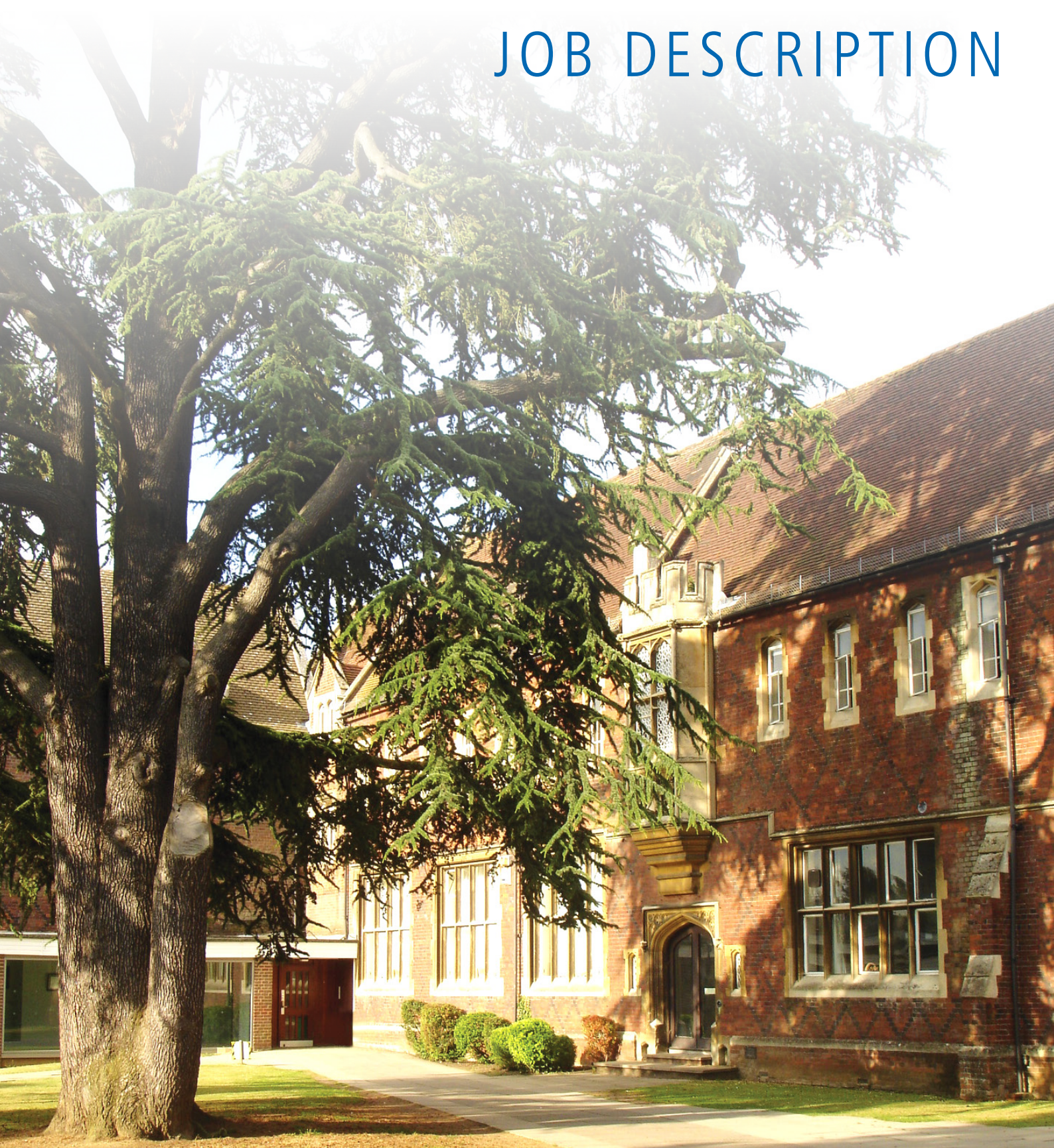




**Hockerill**  
Anglo-European College

# REGISTERED NURSE JOB DESCRIPTION





Hockerill Anglo-European College is a co-educational 11-18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship.

Some 900 students currently attend Hockerill and over 40% are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant, international ethos, it attracts students from both the UK and overseas. The College timetable reflects the boarding nature of the school with lessons on approximately half of the Saturday mornings in the year (23).

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity and we offer a wide-ranging and exciting provision.

## THE CURRICULUM

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The College is academically strong, both in terms of GCSE and International Baccalaureate (IB) Diploma results. The IB Diploma is the sole course of study offered post 16, the Middle Years Programme and GCSEs are followed in lower years. The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision (most students take two modern European or Oriental languages at GCSE) and bilingual humanities teaching. All language lessons are delivered entirely in the target language. The College has been consistently ranked in the top tier

UK state comprehensive league tables post sixteen for a number of years, and achieves high rankings for its GCSE results. Based on its GCSE and IB Diploma results, it was ranked in the top three Comprehensive schools in the country in The Sunday Times 2021 Schools Guide.



The students follow a broad and ambitious curriculum, including two Modern Foreign Languages. They also study at least one Humanity subject (which is often taught bilingually) alongside English, Mathematics and Sciences. Additionally, Hockerill offers PE, Economics, Japanese, Mandarin, Drama, Computer Science and Business Studies as well as a variety of Technology subjects, to at least GCSE level. The College also offers the Certificate of Personal Effectiveness, as an additional course of study in Years 10 and 11.

To support the students in preparing for life after Hockerill, there is a Careers Programme for all age groups and a regular Careers Fair. There is also a University Admissions Co-ordinator and an Oxbridge co-ordinator supporting the Oxbridge applications process. 10 students from the College's 2021 cohort successfully gained Oxbridge places and 75% of UK university destinations were to Russell Group institutions.

Hockerill also received Outstanding in its last academic Ofsted inspection (2007).

## EXTRA-CURRICULAR ACTIVITIES

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The Sports, Music and Extra-Curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and its students can access tuition for a wide range of instruments. There are also a number of different ensembles and groups for communal music experience, under the guidance of the College's Director of Music. These include a String Ensemble, Jazz Ensemble, Woodwind Ensemble and College Orchestra. Singers enjoy the Senior Choir, Junior Choir, Chapel Choir and College Choir. The students perform in a large number of musical events throughout the year and many student musicians aspire to join the prestigious College Big Band. In addition, there are a number of dramatic productions through the year.

Sports on offer at Hockerill include Hockey, Rugby, Football, Basketball, Netball, Golf, Cross Country, Cricket and Athletics, and for a relatively small College, Hockerill performs at a high standard, winning district competitions for Rugby, Hockey, Football and Netball.

Extra-curricular activities are varied and diverse and include additional sports clubs, debating and public speaking clubs, chess club, Eco club, Model United Nations and Amnesty International clubs, Duke of Edinburgh programmes and a well established and highly respected CCF.

## EXCHANGES AND TRIPS

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Students are positively encouraged to participate in trips and exchanges abroad. By the end of Year 11 almost all students will have experienced school and family life in a different language and country and a number will have had several such experiences. Some students also have the opportunity to undertake work experience abroad. Our students will visit, amongst other places, Lubeck, Munich and Potsdam in Germany, Versailles, Magny and rural Normandy in France, Liège in Belgium, Maniago in Italy, Santiago de Compostela in Spain, Tokyo in Japan, Mumbai and Tamil Nadu in India, Kampala area and Misindi District in Uganda as well as being able to practise their Italian on the annual skiing trip. In recent years students have enjoyed a Rugby trip to Canada and the USA, a Hockey and Netball tour to South Africa and our Musicians visited the Netherlands, France, Belgium, Spain, Italy, Germany and Austria.





## THE SITE

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Located in the centre of Bishop's Stortford in Hertfordshire, the College has a campus with buildings ranging from Victorian to modern that house the main teaching spaces, all surrounded by tranquil landscaping and many mature trees. On site are six Boarding Houses, a Health Centre, Chapel, Refectory and a Library, as well as a Music Suite which has recording facilities. Hockerill's Sports Hall opened in 2019, further enhancing the College's sports offering, followed by the Science Centre in 2020.

## HISTORY

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Hockerill has an interesting history, and was originally established in the early 1850s. It was a teacher training college until 1978 and maintains links with former trainees. It re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994. It completed its transformation into Hockerill Anglo-European College in 1998; at the same time becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as its sole course for Sixth Form study.

Hockerill Anglo-European College was pleased to gain Academy status in February 2011.

For further information about the College, please visit our website at: [www.hockerill.com](http://www.hockerill.com)



**Job Title:** Registered Nurse

**Responsible to:** Senior Nurse (Managerially accountable to Director of Boarding)

**Frequent Working Contact with:** Students, staff, parents and external healthcare providers.

**Induction, Training and Development:**

Appropriate induction, training and development is valued by the College, is the responsibility of the line manager and is an entitlement to the post holder whether new to the College or to the post.

**Aims of the Post:**

Pastoral care at Hockerill Anglo-European College focuses on the health, welfare, safety and happiness of each student. The Health Centre plays a crucial role in managing the health issues, be they acute or chronic, physical or mental, of all College students. However, the nature of community living in a boarding environment means that the Health Centre is far more than simply a place where medical matters are dealt with. It is also a place for students to come when seeking a listening ear or reassurance. The College's community values of mutual respect, encouragement and trust are just as much at the core of the Health Centre as they are in the rest of the College. Health Centre staff therefore need to ensure a welcoming, secure and cheerful environment whilst simultaneously encouraging independence, self-management and robustness in our students. The Health Centre also plays a crucial role in supporting College staff (and boarding staff in particular) in delivering outstanding holistic pastoral care. Excellent communication, both written and verbal with other College staff members who carry responsibility for students is therefore vital in ensuring each individual student is well looked after.

Reporting to the Senior Nurse, Health Centre nurses are expected to work closely with the rest of the Health Centre team. Close liaison with the GP Practice and visiting GPs is essential as is maintaining good relations with external allied healthcare professionals such as physiotherapists, dentists and orthodontists. The Health Centre is open every school day, including Saturday mornings, with an on-call nursing service operating at night and over the weekend.



## **Outline of Responsibilities:**

### **Staffing**

1. Helping to ensure that the Health Centre is staffed throughout opening times and that on-call nursing cover is available outside of these times (term time only).
2. Demonstrating flexibility in covering for Health Centre colleagues during absences.

### **Clinical Duties**

1. Working within the limits of one's own training and experience and referring on when necessary, to an appropriate, more skilled practitioner, any medical matter causing concern.
2. Facilitating external healthcare professionals in delivering professional care to students.
3. Escorting students to medical appointments off-site as required and chaperoning students at on-site GP appointments when needed.
4. Contributing to the management of chronic health conditions such as Asthma, Diabetes and Epilepsy within academic and boarding settings.
5. Supporting students with disabilities.
6. Effectively and calmly dealing with medical emergencies.
7. Effectively managing College outbreaks through early recognition, intervention and communication to the College community.
8. Supporting boarding staff, (who are often the first point of contact for boarders seeking medical advice) in caring for their charges by offering advice and reassurance as appropriate and fostering an open dialogue.
9. Supporting, advising, counselling and referring students experiencing Mental Health problems.
10. Assisting in undertaking routine student medicals under the direction of the Senior Nurse.
11. Taking responsibility as departmental lead for specific health conditions (eg Anaphylaxis) as identified by the Senior Nurse, proactively keeping up-to-date on clinical matters and regularly disseminating this information to the rest of the Health Centre team.
12. Facilitating the delivery of immunisations by the NHS School Nurses and Practice Nurses.
13. Treating staff and visitors as necessary and appropriate.

### **Health Centre Environment**

1. Ensuring that everyone who comes to the Health Centre, be they student, staff, parent, health professional or visitor, receives a warm welcome and any assistance they require.
2. Providing a well-ordered and welcoming environment which is comfortable and suited to the needs of students, according to their age and maturity and which delivers appropriate levels of privacy.
3. Demonstrating that students' concerns are listened to with respect.
4. Assist in maintaining a high level of cleanliness, tidiness and security in all areas of the Health Centre.
5. Upholding strict environmental safety and infection control measures including hand-washing and appropriate disposal of sharps & clinical waste.

### **Medication**

1. Safely storing and accurately administering and recording the administration of all medication, including over the-counter, prescribed and controlled drugs with due regard to any allergies, contraindications and consents given, in line with both legal requirements and Health Centre policies.
2. Participating in auditing and ordering Health Centre stock and Boarding House medical stock.

### **Documentation, Administration and Reporting**

1. Maintaining student and departmental records in line with College and Health Centre policies.
2. Recording attendances at Health Centre (or 'phone calls to the on-call nurse) and details of any treatment given.
3. Keeping both paper and computer-held health records up-to-date, including medical history, immunisations, appointments etc.
4. Dealing with End of Term and New Term administration and processes.



5. Assisting with general departmental administration and auditing as it arises.
6. Maintenance of Accident Reporting in line with College Policy.
7. Assisting the Senior Nurse with the creation of individual care plans.

### **Policies, protocols and Risk Assessments**

1. Being conversant with and upholding all Health Centre policies and procedures.
2. Aiding the Senior Nurse in the generation and review of Health Centre policies.
3. Assisting with conducting Risk Assessments within the Health Centre as required by the Senior Nurse and reporting any concerns.

### **On-Call Duties**

1. To be contactable via the on-call mobile phone at all times whilst on-call.
2. To remain within 30 minutes travelling time to College whilst on-call.
3. Providing prompt telephone Triage & assessment of boarders (from home via the on-call mobile phone) when contacted by boarding staff.
4. Assisting and advising boarding staff by phone on appropriate management of common minor ailments, including the administration of over-the-counter medications.
5. Pro-actively following up and monitoring boarders who have been telephone Triaged and assessed, and acting upon any deterioration in condition.
6. To attend on-site for patient assessment/treatment/isolation as needed.
7. Identifying and initiating referrals to appropriate external health care providers (eg GP, MIU, A&E), as required.
8. To remain in the Health Centre (sleeping night duty) when boarders require overnight admission (usually for the purpose of isolation/infection control).
9. Liaison with Senior Nurse, boarding staff and parents/guardians regarding acute injuries/illnesses arising during the on-call period.
10. Effectively handing over to day staff any patient activity during the on-call period.

### **First Aid**

1. Maintaining a First Aid qualification.
2. Attending on-site accidents to deliver First Aid to all students, staff and visitors as and when required.
3. Assisting with the maintenance and stocking of First Aid boxes and bags for the entire College.

### **Safeguarding and promoting wellbeing**

1. To report, in line with the College's policy, ANY Child Protection concern, however insignificant it might appear.
2. Active promotion of Health and Safety issues within the College.
3. Supervising at all times the Health & Safety of students within the Health Centre.
4. Supporting the College's policy on the "Misuse of Substances", obtaining appropriate treatment and help for students where necessary.

### **Health Promotion**

1. Updating the Health Centre noticeboards and creating topical, informative displays on health-related topics in consultation with the Senior Nurse.
2. Involvement in areas of Health Promotion within the Health Centre and the wider College community as determined by the Senior Nurse.

## **Communication**

1. Ensuring through close liaison with parents, boarding house staff and teaching staff, that the Health Centre holds comprehensive records on each student's medical history and needs.
2. Explaining nursing judgments and rationale for treatment to students as appropriate to their age, maturity and understanding.
3. Communicating in a timely and effective manner with parents/guardians on matters of concern (with due regard to medical confidentiality).
4. Communicating and discussing with boarding and/or teaching staff regarding the health and wellbeing of individual students where necessary to ensure continuity in the provision of holistic care, (with due regard to medical confidentiality).
5. Liaising closely with boarding and/or teaching staff regarding health and wellbeing, to ensure optimum outcomes for each student (with due regard to medical confidentiality).
6. Helping to establish, maintain and communicate good, clear routines, understood by students and staff alike.
7. Assisting with the production and supply of relevant medical information for boarding houses.
8. Attending and representing the Health Centre at meetings when requested to do so by the Senior Nurse.

## **Training and Development**

1. Assisting with the delivery and administration of training to staff and students as specified by the Senior Nurse.
  2. Taking responsibility for keeping up-to-date on relevant nursing practice, researching, sourcing and attending training as required.
  3. Attending whole staff INSET training.
  4. Attending Child Protection and other Mandatory Training as determined by the Senior Nurse and/or HR.
- Professional Matters

## **Professional Matters**

1. Maintaining and providing evidence of annual registration with the Nursing and Midwifery Council.
2. Adhering to the NMC Code, being conversant with the scope of professional practice.
3. At all times upholding medical confidentiality in line with the NMC Code, with the sole exception of Child Protection issues.
4. Maintain a high standard of care in accordance with professional guidelines.
5. Being proactive in determining ways in which to develop and improve the Health Centre provision.
6. Participate in team meetings as required.



### **Confidentiality**

During the course of employment the post holder may see, hear or have access to, information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 1984. Employees are required to act in accordance with the College's Online Safety policy.

### **Safeguarding Children**

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education 2021' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

### **Health and Safety**

The post holder will comply with the College's Health and Safety policy at all times.



## PERSONAL SPECIFICATION

Essential
<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Current NMC Registration.</li></ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"><li>• Confidence in assessing and treating minor illness and injuries.</li><li>• Able to work independently within the limits of own professional experience and training.</li><li>• Good numeracy, literacy and IT skills.</li><li>• Establish and maintain an ethos in keeping with the school's Core Purpose and model the values and vision of the school.</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Minimum 3 years post-qualifying experience (adult or child).</li></ul> <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"><li>• Positive, calm &amp; caring attitude.</li><li>• Friendly &amp; approachable.</li><li>• Reliable, responsible &amp; flexible team member.</li><li>• Good organisational skills.</li><li>• Thorough, efficient &amp; accurate.</li><li>• Good communicator.</li><li>• Confidentiality, tact and diplomacy in dealing with students, parents, staff and outside agencies.</li><li>• Able to work both as part of a team and pro-actively on own initiative.</li></ul>
Desirable
<ul style="list-style-type: none"><li>• Good sense of humour.</li></ul>