



SOMERHILL

YARDLEY COURT
BOYS 7-13 YEAR OLD

SOMERHILL PRE-PREP
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE
GIRLS 7-11 YEAR OLD

Nurse (part-time, maternity cover)

Recruitment Pack

Employment Status

Fixed Term, Part Time

Required From

March 2024

Application Closing Date

01 February 2024

Somerhill, Tonbridge, Kent, TN11 0NJ | 01732 352124 | www.somerhill.org



ABOUT US

A Message from the Principal – Duncan Sinclair

Ours is a very special school with a unique structure in this part of the world. We have a coeducational pre-prep of 200 boys and girls aged 3-7. At the end of Year Two, in the same way as for 'diamond model' schools, our girls join Derwent Lodge, (136 girls Year 3 to 6) and the boys join Yardley Court (250 boys Year 3 to 8). Our pupils are therefore taught in single sex classes from the age of seven but very much in a coeducational setting. More details can be found on our website: www.somerhill.org

The school is based in a stunning Jacobean mansion set in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! Somerhill is an estate just to the South of Tonbridge and is readily accessed by a slip road off the A21. We have excellent facilities including a multi-purpose sports hall, Astroturf, new dining hall and indoor swimming pool complex and Music School built in 2014.

Ours is a mixed ability school. We have very bright and capable pupils, some of whom will go on to win scholarships at academic schools such as Tonbridge and Sevenoaks at 11+/13+. We also find boys and girls who find aspects to their learning more challenging and currently approximately 60+ pupils receive some measure of additional support.

That said, many of our pupils will move on to independent secondary schools which, for the boys includes the likes of Tonbridge, Sevenoaks, Bedes, Sutton Valance and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill have some 600 pupils, the division into three separate schools means that each school is able to tailor its teaching to best suit the children within it. Parents feel that they have the best of both worlds with small care and linked pupil/teacher ratios but with larger school facilities and social opportunities. They are very supportive of the idea behind a co-educational pre-prep leading to single sex prep schools, but within a mixed gender environment.

THE AIMS OF THE SCHOOL

At Somerhill, we set out to help each pupil achieve their best possible all-round development. Children discover themselves and develop their talents here, with the wholehearted support of our caring community.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social, and moral growth, enabling our pupils to become confident, curious, resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests, and to show concern for others and the environment. To put it simply: we grow amazing people.

Somerhill Pre-Prep is our Section for 2 to 7-year-old girls and boys.

“High quality education in a happy environment. Teaching enables pupils of all abilities to make progress. It promotes exploration and independent learning and gives pupils confidence in their abilities.” Independent Schools Inspectorate

Derwent Lodge is our Preparatory Section for 7 to 11-year-old girls.

“Excellent standards in lessons, in the scholarships and places gained at senior Schools. Girls work together exceptionally well and show considerable imagination, independence of thought and flair.” Independent Schools Inspectorate

Yardley Court is our Preparatory Section for 7 to 13-year-old boys.

“Pupils thrive in the atmosphere of hard work, enjoyment and effort. Their attitude to their work is excellent and they take pride in their achievements and the success of others.” Independent Schools Inspectorate



JOB DESCRIPTION –NURSE

Overview

Somerhill is seeking to recruit an exceptional, organised and compassionate Nurse for a Maternity cover from March 2024 onwards.

This is a critical role working in this busy school. The successful candidate must be highly organised with keen attention to detail and a calm, understanding approach. You will have the ability to deal with emergencies calmly and have excellent communication and people skills. You understand the importance of confidentiality and have a sensitive approach to your work and others. You will need to understand and be supportive of the spiritual and moral ethos of the School. To apply for this position the candidate will either need to have at least 4+ years of working as a nurse, Healthcare Assistant or lead first aider as well as the ability to work autonomously. Good organisational and prioritising skills are a must, as are sensitive but strong communication skills and robust record keeping. This is a term-time, part-time role working Wednesday, Thursday and Friday from 8.30am-4.30pm. The job share entails working Wednesday alongside another member of staff and providing handover on that day.

ABOUT US

A Message from the Head – Duncan Sinclair

Ours is a very special school with a unique structure in this part of the world. We have a co-educational pre-prep of 250 boys and girls aged 2-7. Somerhill Prep comprises Yardley Court and Derwent Lodge, our boys' and girls' sections respectively. The boys can join Yardley Court, which currently has 250+ pupils, at Year 3 and they will stay until Year 6 (11+) or Year 8 (13+ Common Entrance). The girls can join Derwent Lodge, which currently has 125+ pupils aged 7 to 11 years. There are currently just over 130 full and part-time staff, including One-to-One Learning Support Assistants and specialist teachers. Overall, there are 600+ pupils here on site at Somerhill. More details of all three sections can be found on our website: www.somerhill.org

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Ours is a mixed ability school. We have very bright and capable pupils, some of whom go on to win scholarships at academic schools such as Tonbridge and Sevenoaks at 11+/13+ and others who move on to one of the local grammar schools. We also have boys and girls who find aspects to their learning more challenging and currently 60+ pupils receive some measure of additional support.

That said, many of our pupils will move on to one of the independent secondary schools which, for the boys includes the likes of Tonbridge, Sevenoaks, Bedes, Sutton Valance and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill have some 600 pupils, the division into three separate sections means that each section is able to tailor its teaching to best suit the children within it. Parents feel that they have the best of both worlds

with focused care and small pupil/teacher ratios but with larger school facilities and social opportunities. Parents are very supportive of the idea behind a co-educational pre-prep leading to single sex prep schools, but within a mixed gender environment.

Responsibilities

The job incumbent is responsible for emergency aid, first aid and the health and wellbeing of all pupils and staff whilst they are in school as well as ensuring the smooth running of medical matters including accurate maintenance of records on the School MIS. This role is an essential member of the Support Team and contributes towards the smooth running of the school. Effective working relationships need to be established with the Leadership Team, all staff members but particularly the Pastoral Managers and key support staff members, SENCO, NHS school's health nurse team and other outside agencies/organisations as well as all pupils and parents/carers.

- Responsible for oversight of the medical room and all nursing care.
- Dealing with routine medical problems of pupils and staff on a daily basis, which involves assessing, evaluating and taking appropriate action and completing documentation in respect of medication/action taken.
- Contact staff, health professionals and parents/carers as and when appropriate in respect of individual pupil healthcare issues.
- Prompt response to emergency health related incidents ensuring timely communication with emergency services, colleagues, and parents/carers.
- Complete appropriate paperwork following each incident.
- Recording information on our internal system (ISAMs).
- Record all accidents in accordance with Local Authority, Health and Safety Executive and School Policy.
- Provide guidance to pupils in crisis and be a point of contact for staff, most specifically the Pastoral Managers.
- Ensure the Designated Safeguarding Lead is informed of any non-accidental incidents.
- Produce and maintain medical care plans, storing them in a manner which allows efficient retrieval and access to all staff who require it.
- Provide medical information and carry out risk assessments for pupils going on school trips and supply first aid kits to trip leaders.
- Carry out risk assessments to support School policies.
- Organise and supervise the Government led immunisations and staff flu vaccinations programmes.
- Provide information for the timely production of Medical Alert posters and regularly update lists of trained first aiders.
- Deliver staff training on low level medical issues organise outside agencies to deliver higher levels of training e.g., Epi Pens.
- Accident reporting for the Health & Safety Committee.
- Attend Pastoral meetings as appropriate.
- Oversee the maintenance and safe storage of First Aid kits across the school campus and Minibuses.
- Order and purchase all medical supplies and medicines for school, trips and holidays.
- Record illnesses and contagious infections and advise the appropriate organisations where necessary.
- Identify first aid training required by staff and organise the relevant training in consultation with the Bursar and Heads accordingly
- Arrange training for staff where necessary, including the use of auto-injectors, inhalers, and care of diabetic pupils.
- Provide or organise Anaphylaxis training to staff.
- Regularly checking Defibrillators.
- Provide medical cover for sporting events on site during the week and some Saturdays.
- Contribute to whole school policymaking as required by the Bursar.

- Be willing to support the PSHE curriculum in the schools as requested by the Heads.
- Ensure that the school policies and strategies are embedded and effectively implanted in the operational activities of the medical room and support the daily operation of the school.

Medical supply management

- Support the monitoring and management of stock levels of medical resources, medicines and first aid kits.
- Assist in ensuring that all resources are fit for purpose and used in accordance with health and safety guideline.

Standards and professional requirements

- To support the aims and ethos of Somerhill.
- To follow all Somerhill policies and the Somerhill Handbook.
- To keep up to date with First Aid training.
- To be aware of and able to follow the procedures in the Somerhill Safeguarding Policy.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To attend all required out of working hours activities e.g., training, staff meetings, inset.
- To respect confidentiality within the Somerhill community.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and pupils.
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to support the management of the school.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To assist with the organisation of school trips and attend trips and fixtures where required.
- To liaise effectively with parents and staff throughout the school.

Person Specification

Skills required	
Organisational skills: the ability to work in an effective way to meet targets and deadlines	Essential
Decision making skills: the ability to solve problems and make decisions, often quickly	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential
Knowledge Base	
Excellent professional knowledge and understanding	Essential
Confidence in the use of new technologies	Essential
Up to date with professional developments / Government Guidance i.e., COVID, recommended childhood vaccination programme, data protection etc	Essential

Excellent interpersonal, writing and verbal communication skills	Essential
Qualifications/ Attainment	
Qualified nurse/ experienced Welfare and Healthcare Assistant or Lead First Aider	Essential
Paediatric First Aid with willingness to do further training	Essential
Experience in an Independent School setting	Desirable
Experience in a customer service environment	Desirable
Experience of organising or participating in extra-curricular activities	Desirable
Attitude/ approach	
Possess a positive attitude and approach to change and development	Essential
Possess a 'can-do' attitude and a willingness to get involved	Essential
Flexible and firm with the ability to know when to be either	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Commitment to Safeguarding Children	Essential
Team spirit and positive approach	Essential
Unflappable and calm in stressful situations	Essential

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Pay and Hours

Hours of work: Part Time 8.30am - 4.30pm (Wednesday, Thursday and Friday, 3 days a week, job share with one day overlap on Wednesdays)

Working weeks: Term time only plus Inset and 3 days during the holidays

Interviews: Shortly after the deadline

Salary: £17,963 p/a, paid over 12 months

Start Date: As soon as possible

Accountable to: Head via the Bursar

Please note that we do not accept CVs in place of a Somerhill application form as we require the same range of information from all our candidates. Completed applications can be submitted to jmay@somerhill.org.

A tour will form part of the interview process. Our website provides a lot of information about us including a virtual tour <https://spark.adobe.com/page/NWmTWhbdpiUZE/>

Somerhill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS check. Somerhill is an equal opportunities employer and educator.





EMPLOYEE BENEFITS



SUPPORT

Professional support through regular appraisals and CPD opportunities



SALARY

Competitive salary package, regularly benchmarked



COVER

Group life assurance



GYM MEMBERSHIP

Discounts to our local gym (Tonbridge School)



SPORTS ACCESS

Free access to our extensive sports facilities, including swimming pool on dedicated days



WELL BEING

A range of well-being activities including fitness classes, tennis, book club - all complimentary or at a reduced cost



EMPLOYEE ASSISTANCE

Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services



CYCLE

Cycle to work scheme



HEALTH

Flu vaccinations



PENSION

Pension and financial wellbeing workshops

Generous defined contribution pension scheme for staff and the option of TPS for teachers



LUNCH

Free hot lunches and refreshments including vegetarian options, bistro dishes and salad bar during term time



MODERN STAFF ROOM

Modern and friendly staff room facilities and a range of social activities for staff



REWARD

Staff recognition and reward opportunities



CAR PARKING

free



FEE REMISSION



INCOME PROTECTION

for teachers



CONDITIONS

Format of Applications

Formal applications will only be accepted via the official Schools at Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to: recruitment@somerhill.org
Due to the current pandemic, we will not be able to offer tours of the school prior to the interview. However, a tour will form part of the interview process. Our website provides a lot of information about us including a virtual tour <https://spark.adobe.com/page/NWmTWhbdpiUZE/>

Child Protection

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the School's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must immediately report their concerns to the Designated Safeguarding Lead.

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting

Offer Conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the School in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role. We reserve the right to appoint at any time during the recruitment process.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Somerhill is a Covid-19 secure environment. Interviews will be held in person in line with social distancing rules.

Further Information

If you require any additional information, please do not hesitate to contact the Headteacher for a confidential conversation or for general queries Jess May recruitment@somerhill.org

