



SCHOOL NURSE (TERM TIME PLUS 4 DAYS)

From September 2025

Beachborough School is currently seeking a School Nurse to lead the Medical Room Team from September 2025. Working under the direction of the Bursar, you will be responsible for the efficient operation of the Medical Room, ensuring that pupils, staff and visitors to the school are provided with professional and compassionate first aid and medical care.

A little about us:

Beachborough has approximately 400 pupils. It values the efforts of each individual and remains determined that the 'family feel' influences all aspects of school life, especially pastoral care.

Beachborough is a day school with flexible boarding provision, it is not academically selective unless it is clear the child's needs would not be met by our best possible provision. Beachborough embraces other nationalities as many American families (from a nearby military base) choose the school. This brings a global perspective that is balanced with a culture that celebrates our British heritage. Equally, a Beachborough education is far more than delivering a broad, balanced and suitably demanding academic curriculum as. For example, our state-of-the-art technology suite offers all pupils access to the subject we call 'TED' (Technology Engineering and Design). This facility compliments other on-site resources, such as our woods, which allow our children to practise their construction skills, by den building at lunch break!

In addition to this, co-curricular activities available in the EYFS to Year 8 are regarded as a major attraction of the school. Beachborough children are also given many opportunities to explore the arts due to our commitment to Drama, Art, and Music.

Beachborough is a registered charity.

Further information about Beachborough is available at: www.beachborough.com

Completed application forms should be sent to: recruitment@beachborough.com

The closing date for applications: 13th May 2025, 12 noon.

Early applications are encouraged as the School reserves the right to close the position should a high number of responses be received.

Beachborough School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and an Enhanced DBS check.

Job Description:

POSITION	School Nurse
REPORTS TO	Bursar
LINE MANAGES	X2 Medical Assistants

Key Purpose of the Job:

The School Nurse takes an active part in school life and is responsible for the efficient operation of the Medical Room, ensuring that pupils, staff and visitors to the school are provided with professional and compassionate first aid and medical care. Pastoral care of pupils is key, with the School Nurse providing a warm and welcoming environment to all pupils, whilst respecting individuality and confidentiality.

The School Nurse is responsible for preparing individual health / treatment plans and liaising with staff, parents and external health professionals where appropriate, whilst also ensuring that medical policies and protocols are always adhered to, and that the school operates within current guidelines and legislation.

The Medical Room

The School has a dedicated medical room which is staffed Monday to Friday by the School Nurse alongside two part-time Medical Assistants, who report into, and assist the School Nurse in the effective day to day management of the medical room. The School Nurse will utilise and delegate tasks to the medical room team, to fulfil the key responsibilities

Key Responsibilities:

(This is an indication of the key areas of responsibilities and is not to be taken as a definitive list of tasks.)

- Planning, organising and monitoring the provision of health care across the School.
- Day to day responsibility for the medical room and the services provided for all pupils, staff and visitors.
- Providing pupils and staff with first aid and emergency care treatment as necessary.
- Administering medication as necessary and providing training to others to enable them to do so.
- Manage and record the safe storage, usage and disposal of medical supplies and medication in line with published guidance.
- Provide medical team presence at pitch side on match afternoons (currently Tuesday and Wednesday)
- Ensuring children follow a safe return to normal activity after an absence from school, including after a concussion related injury.
- Monitoring and restocking of all first aid kits on site and in School vehicles on a regular basis.
- Communicating with parents in a proactive and sensitive manner, to provide a high level of customer service.
- Provide teaching staff with relevant medical information prior to school trips, games and outings, and liaising with other schools' medical teams to share information where appropriate.
- Ensure adequate first aiders are trained and available to assist with the care of the children and offer them support in this role.
- Ensure the school is compliant with all relevant regulatory and statutory guidance.
- Oversee and update the school's medical policies, procedures and protocols.
- Ownership of the medical module within the School's management information system (iSAMs), to ensure medical and accident information is recorded in a timely and accurate manner.
- Completion of all relevant paperwork following accidents, incidents or near misses.
- Ensure individual welfare and care plans are in place for all pupils requiring them, and that they are reviewed and updated as required.
- Collation and reporting of medical information and statistics which can be reviewed at Governors meetings.

- Liaising with the Local Authority to facilitate any immunisation programme visits to school.
- Adhere to the NMC Code of Professional Conduct and revalidate every three years to retain a valid PIN number.
- Maintain professional competence by attending courses and keeping knowledge up to date on areas such as chronic diseases and childhood ailments.
- Participating in relevant CPD to ensure that treatment, advice and information are current, evidence based and in line with current legislation.
- Work alongside the catering to ensure children with food allergies are identified and appropriate procedures followed.
- Ensure there is access to a range of publicity materials on issues relating to student health
- To assist where appropriate in the delivery of PSHE lessons on relevant subjects such as puberty, sexual health and leading a healthy lifestyle.
- Attend school events where medical cover may be required eg. School bonfire night.
- Undertake any other professional duties which may be reasonably requested or required by the Bursar or Head

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Working pattern, term time only plus 4 days

Monday, Thursday and Friday: 9am – 4pm

Tuesday and Wednesday: 10am – 5pm

Hours can be subject to negotiation

NB. In addition to the standard hours, the role holder will be expected to come in for a full day before the start of each term (2 days prior to the start of the Autumn term) to prepare for the new term.

Reviewed: April 2025