

Job Description:

POSITION	School Nurse
REPORTS TO	Bursar
LINE MANAGES	Medical Assistant
CONTRACT	Permanent, Term Time only + 4 days (35.8 weeks) / 9:15am – 5:15pm

Key Purpose of the Job:

To provide a clinically effective, high-quality service of nursing and pastoral care to pupils and oversee the first aid care to all members of the school community.

Key Responsibilities:

a. Management/professional:

- Use evidence-based practice to develop and provide a professional level of care to the school community.
- Manage and direct Matron and Assistant Matron when they are on duty in the medical room.
- Assist with the appropriate development of protocols.
- Ensure adequate first aiders are trained and available to assist with the care of the children.
- Ensure the school is compliant with all relevant regulatory and statutory guidance.
- Oversee and update the school's medical policies.
- Be responsible for the smooth running and efficient running of the school medical room.
- To liaise with SLT members, in particular the Designated Safeguarding Lead, as appropriate.

b. Nursing:

Provide a high standard of care to pupils, members of staff and any visitors while on site. This will include to:

- Ensure welfare and care plans are developed and written for pupils requiring them, in liaison with pupils, parents, the Head of Pastoral Care and Head of the Boardman.
- Provide necessary first aid and emergency care treatment as necessary – this includes overseeing the maintaining of stock for all school first aid kits.
- Work alongside the Local Authority to facilitate any immunisation programme visits to school.
- Operate procedures for control of infectious diseases.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Adhere to the NMC Code of Professional Conduct.

c. Health Education:

- Promote health education throughout the school population.
- To maintain and increase awareness of First Aid techniques and medical matters pertaining to Beachborough pupils or staff, including staff training.
- Take part in the delivery of PSHE, to support teaching staff as appropriate.
- To ensure the provision of and access to a range of publicity materials on issues relating to student health.
- Keep up to date with current health promotion initiatives.

d. Administrative/Liaison:

- Maintain medical and accident records accurately.
- Ownership of the medical section of the school information system
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Attend regular meetings with appropriate colleagues on health-related matters (both formal and informal) including the weekly inclusion meeting.
- Liaise with members of staff and parents regarding pupils' health and wellbeing.
- Complete risk assessments, as necessary.

e. Health and Safety:

- Have an involvement and awareness of health and safety issues within the school affecting staff, children, or the environment.
- Ensure the medical room environment is a safe space for the school community.
- Attend and contribute to the Health and Safety Sub-committee meetings.
- Keep records of reported accidents.

f. Specific Responsibilities:

- Issue medication as appropriate.
- Inform the Headmaster, or his appointed person, of all matters relating to the health and medical or pastoral welfare of the pupils, in writing as required.
- If there is a serious accident involving any pupil, the Bursar and Headmaster must be informed immediately and if any pupil is taken to hospital or needs any form of treatment which is more than routine, the Bursar and Headmaster must also be informed.

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 – Friday: 9.15am – 5.15pm (37.5 pw)

Hours can be subject to negotiation, and the school is happy to consider applicants on a job share basis.

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: May 2026