



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – SCHOOL NURSE (RGN)

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

We are seeking to appoint two well-qualified and experienced RGN School Nurses (Band 6+). Our School Nurses are responsible for providing first aid and emergency care and treatment for our pupils and for the day to day running of the clinical area within our Health and Wellbeing Centre. The successful candidates will handle confidential information appropriately, communicate effectively and build positive relationships with pupils, parents and staff whilst ensuring that systems are working effectively and compliantly in our Health and Wellbeing Centre. In addition, being able to deliver training to staff and disseminate information to them with clarity and accuracy is important. The roles are pupil centred with approachability, emotional intelligence and integrity being of utmost importance.

These part-time roles are five days a week, Monday to Friday, from 08.00 to 14.00 to include a 30 minute unpaid lunch break (27.5 hours/week) OR from 12.00 to 17.00 (25 hours/week), in a job share to ensure an overlap of two nurses between 12.00 to 14.00 each day. These roles are term time only, to include all INSET (Professional Development Days) in the School calendar.

	How to apply: Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the ‘Work With Us’ page of our school website. Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk The closing date for receipt of applications is midday on Monday 17th August 2026 and interviews will be scheduled to take place on the school site in the week commencing 24th August 2026 or soon after. The start date will be September 2026.
Line management responsibility	This role has no line management responsibility
Main duties and responsibilities	This role description is designed to be indicative rather than definitive and is subject to review. Key Responsibilities and Accountabilities • Primary responsibility is to provide first aid and emergency care and treatment as necessary to pupils and employees of the school with a warm and caring disposition. • To be responsible for the day to day running of the clinical area within the Health & Wellbeing Centre. • To communicate with parents and, when required, collaborate with healthcare professionals to support the medical needs of pupils. • Work closely and communicate effectively with other members of the Health & Wellbeing Centre team, parents, teaching and support staff and other departments within the school to ensure seamless and continuous care. • To act as an autonomous practitioner, taking responsibility for clinical decisions where you are competent to do so, whilst adhering to the Nursing & Midwifery Council’s (NMC) Code of Professional Conduct, being conversant with The Scope of Professional Practice and other NMC advisory papers. • Maintain and update medical records accurately, confidentially, and safely in accordance with the NMC code of conduct, on the school system. In addition, being conversant with The Scope of Professional Practice and other NMC advisory papers.

	• Keep nursing records to a high standard, ensuring the accurate and rapid access of information is written at the time of delivery. • Maintain the significant medical concerns list including those with anaphylaxis and updating staff accordingly. • Support the safe and effective management of sports injuries within school in consultation with the directors and heads of sport, including oversight of the graduated return to play protocols following concussions. • Ensure incident reports are completed and recorded appropriately. • Ensure first aid kits around the school are monitored and restocked. Supplying first aid kits for trips when necessary. • Record dispensing of drugs following drug protocols and to be aware of the recommended safe storage, usage and disposal of medical supplies and drugs. • Guide and train staff and pupils on medical matters and processes as required. • To provide ad hoc training to staff i.e. pre-trips - the administration of auto-injectors. • Assist with any other duties to ensure the smooth running of the school. • Use evidence-based practice to contribute to developing and maintaining a high quality of nursing care to pupils and staff of the school community. • Liaise with relevant members of staff on issues which arise through the care of pupils. • To exercise awareness of professional responsibilities by organising own work. • To maintain personal and professional development in line with revalidation requirements. • To provide first aid and emergency care and treat as necessary (within scope of practice) • To maintain stock, hygiene and tidiness in the clinical working area. • Maintain stock in school first aid kits, including trip kits and others located in school. • To maintain care plans for pupils requiring them, in liaison with pupils, parents and teaching staff as required. • To work collaboratively with outside agencies as required. • To be able to provide support and advice for parents, carers and school staff on childhood illnesses and the management and control of infection and communicable diseases as directed by Public Health England. • To follow procedures for the safe disposal of clinical waste. • Have an involvement and awareness of health and safety issues within the school affecting staff, children or the environment. • Attend health and safety, Safeguarding and Pastoral Review Meetings as required. • Attend Professional Development Days (PDDs).
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	• Check and maintain the Automated External Defibrillators across the school site. Other • Play an active and full part in the life of the school community. • Comply with relevant Portsmouth Grammar School policies and procedures, including safeguarding procedures, at all times. • Maintain absolute confidentiality in all relevant aspects of work. • Undertake any other task requested by the line manager or a senior colleague that is within the individual's abilities.
Safeguarding responsibilities	• The role is based on the school site and requires daily contact with pupils. Therefore, the role involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.

Benefits	The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body. The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs. The salary offered will be dependent upon the skills and experience of the successful candidate. Our salary range will align with an NHS Agenda for Change (England) RGN Band 6+ pay band (FTE) per annum and will vary within that, depending on experience. This is a term time only role and the postholder will be required to take their holiday during the school holidays and not during PGS term times. Requests for time off in term time are usually considered as a request for unpaid leave. Key financial benefits of employment at PGS include: • A generous salary structure • School fees remission is available to eligible employees following successful completion of a six-month probationary period, subject to criteria and approval; applied pro rata for part-time staff • For eligible employees, pension provision is offered through either the NEST or AVIVA scheme, both of which operate on a salary sacrifice basis • Non-contributory death-in-service policy calculated at 3 times annual salary Other key benefits include: • Cycle to Work Scheme • Free use of the school's Sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • A staff parking space can be applied for, with allocation depending upon availability The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.
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Person specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Band 6+ Registered Nurse	- Mental Health First Aid (MHFA) - Paediatric qualifications	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary
Experience	- Recent experience in a medical setting - The experience and resilience to care for and provide a safe space for pupils with significant mental health concerns.	- Paediatric experience - Experience of school nursing.	Contents of the application form Interview Professional references

Skills	• Kind, caring and warm approach. • Strong interpersonal skills • Excellent verbal and written communication skills • Able to work independently using initiative	• Prepared to take responsibility for own area of work • Ability to exercise judgement and know when to seek advice/signpost to other services • Be a team player, able to work as part of a small and wider team • Flexible approach and have the ability to change in working methods and approaches	Contents of the application form Interview Professional references Practical task at interview
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • The interest in reading research based medical journals to broaden their knowledge and inform their practice • Knowledge of Mental Health First Aid (MHFA)	Contents of the application form Interview Professional references

Personal competencies, qualities, attitude and behaviours	<i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • Positive can-do attitude • Calm and professional under pressure • Approachable with high emotional intelligence and integrity • Motivation to work in a setting with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to work collaboratively across departments and support functions • Willingness to support the aims and ethos of the school	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i> • Professional • Self-motivated • Sense of humour • Flexible and adaptable	Contents of the application form Interview Professional references
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