FRANCIS HOLLAND
SLOANE SQUARE

THE SUNDAY TIMES
SCHOOLS GUIDE 2023
INDEPENDENT SECONDARY SCHOOL OF THE YEAR

SCHOOL NURSE

January 2027 I Permanent I Part-Time 2.5 days I Term-Time Only

ABOUT THE SCHOOL

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to West End theatres offers us unparalleled access to current players and performances.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

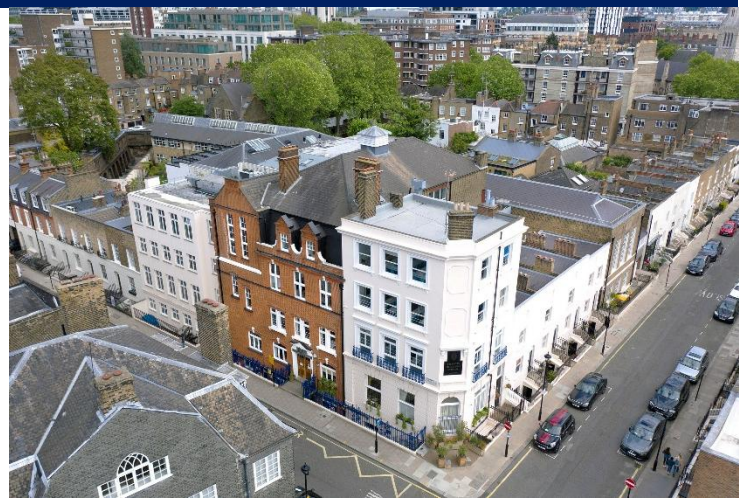
Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at GCSE and A Level. On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe. The staffing ratio is generous, and the School has its own attractive salary scale.

Alexandra Haydon

Alexandra Haydon
Head



Job Title: School Nurse

Reporting To: Senior Deputy Head Pastoral

Location: Francis Holland Sloane Square, 39 Graham Terrace, London, SW1W 8JF

Working Pattern: Term-Time Only 8am-4pm, 2.5 days (Wednesday AM or PM, Thursday and Friday all day).

PURPOSE OF THE ROLE

Francis Holland Sloane Square is seeking a professional School Nurse to join the school from January 2027. This is a term-time only, job share position (currently 35 weeks per academic year), working alongside another part-time School Nurse to provide continuous nursing cover throughout the school week. Both Nurses work together on Wednesdays, allowing for handover, collaboration and continuity of care.

The School Nurse is part of a wider pastoral and First Aid team, working to promote the physical health and emotional wellbeing of pupils. The Nurse's office is open from 8.00am to 4.00pm during the school day and provides a welcoming space offering medical support to pupils, staff and visitors. No weekend work is required.

This support, in conjunction with the wider pastoral team, is designed to meet a wide range of day-to-day needs, some physical and some administrative. From meeting the physical needs of some pupils and the administration of first aid, to guiding pupils who may be in need of psychological support, to following up prolonged absences and working collaboratively to ensure medical information is provided to staff for trips, events and activities as required.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974.

You will be line-managed by the Senior Deputy Head (Pastoral) and be part of the wider pastoral team of the school, this includes Safeguarding, Heads of Years and the Counselling team. Professional development is encouraged and there will be learning opportunities for you to benefit from, such as mental health courses.

KEY RESPONSIBILITIES

The role will include but will not be limited to the following duties in conjunction with the Co-School Nurse:

Medical and First Aid

- Maintain stock take and budget for first aid provision across the school.
- Administer first aid and care of pupils referred by staff or self-referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc.
- Accurately record all visits and/or medication administered.
- To be responsible for writing and reviewing medical healthcare plans for pupils with more complex health needs and sharing these appropriately.
- To be responsible, in conjunction with the Senior Deputy Head Pastoral, for writing, reviewing and updating all healthcare related school policies.
- Advising pupils and staff on medical issues and pupils' physical health and emotional wellbeing.
- Support school based immunisation programmes in partnership with external NHS providers.
- Managing and communicating medical information for individual pupils, including providing guidance to staff supervising school trips about pupils' medical needs and required medications.
- Ensuring First Aid kits around the school are monitored and are restocked accordingly. Supplying First Aid kits for trips.
- Providing basic First Aid knowledge to staff and/or liaising with an external agency to deliver resuscitation and medical emergency training to staff.
- Maintenance of the medical room area as a comfortable, hygienic room, suitably equipped for serving the medical needs of the pupils and staff.
- Having an overview of the use of the medical room and spotting patterns or trends with individual pupils or groups in conjunction with the Senior Deputy Head Pastoral.
- Keeping pupils' medical supplies up to date (basic first aid equipment, epipens, inhalers etc).
- To ensure nursing validation and relevant qualifications and training are up to date and to meet NMC guidelines on mandatory training.

Communication and Record Keeping

- To ensure effective information sharing and handover with the pastoral team.
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaise with the relevant member of staff (Form Tutor, Heads of Year, Senior Deputy Head Pastoral) on issues which arise through the care of pupils in the medical room.
- Attend relevant staff meetings as directed.
- Attend weekly meetings with the Senior Deputy Head Pastoral.
- Completion of accident reports as required, passing them to the relevant member of staff.
- Updating medical records on the school database and liaising with parents as necessary if further information is needed.
- Ensuring the relevant staff have access to important information such as allergies or medical conditions that may require specific attention.
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon.
- Ensuring that while medical and personal confidentiality is respected, the school observes a "joined up" approach in the care of the pupils.

Pastoral and Administration Support

- To be a listening ear and one of the first ports of call on the pastoral team.
- Knowing when to pass on concerns to the appropriate person and doing so using the appropriate channels
- To be involved in the health education of the pupils and, at times, to help deliver PSHE or form time to discuss medical or emotional issues with students.
- To assist with administration for the Pastoral Team, including but not limited to: drafting letters, maintaining pastoral database, basic administrative tasks.

PERSON SPECIFICATION

Qualifications

- Registered Nurse with current Nursing and Midwifery (NMC) registration.
- Post registration experience in a relevant setting e.g. A&E, Practice Nursing, Paediatric or School Nursing.

Knowledge and Skills

- To be willing to complete Level 3 Child Protection training and any other training relevant to the school setting.
- The ability to prioritise and manage situations under pressure.
- To display excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.
- Competent in IT skills, including use of word processing, spreadsheets and databases.
- To demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the medical room or school office.

Personal Attributes

- Tact and absolute discretion at all times and in all matters.
- Independence but with the ability to work as part of a wider team of support staff and pastoral staff.
- Loyalty, energy, articulacy and diplomacy.
- Flexibility in approach to people and to working arrangements.
- A professional, adaptable and proactive attitude.
- Ability to respond calmly, quickly and willingly to urgent and unexpected requests.
- To display confidence and adaptability in liaising with the wider pastoral team and, where necessary, external agencies.
- Appreciation of, and sympathy for, the objectives of an independent school.

APPLICATION

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8am on Monday 16th November**. In-person shortlist interviews are anticipated to take place on Wednesday 18th November. Applications will be considered as they are received. The school reserves the right to appoint at any stage.

We recognise that applicants may use AI tools to help improve the presentation, structure, grammar or clarity of their application. This is entirely acceptable. However, all information provided, including qualifications, experience, achievements and examples, must be accurate, truthful and reflect your own knowledge, skills and experience.

We are interested in understanding the real person behind the application, so please ensure that your application genuinely represents you and your capabilities.

Commitment to Diversity

FHS champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves working within the school on a day-to-day basis with regular and frequent opportunity for contact with children and is exempt from the Rehabilitation of Offenders Act, 1974.

FHS
Francis Holland Schools