EDGBASTON
HIGH SCHOOL

School Nurse and Pastoral Support Officer

Senior School

32.5 hours per week during term time

starting as soon as possible




NO PARKING
NO EXIT
VISITOR
PARKING
ONLY
BUSES



Faithfully Boldly Successfully

Our School Values

- Aspiration
- Courage
- Creativity
- Excellence
- Inclusivity
- Perseverance
- Responsibility

Girls with Goals

Fearlessly Female

Futures without limits



EDGBASTON
HIGH SCHOOL

A proud legacy

Since 1875, Edgbaston High School has been proudly pioneering girls' education. As Birmingham's oldest independent girls' school, we have spent the last 150 years empowering generations of young women to learn fearlessly, grow with confidence, and shape futures without limits.

The School's governing body provides robust support and active encouragement for all aspects of the School's work and a recent ISI inspection found that leaders implement a well-planned curriculum which is matched carefully to the needs and abilities of pupils throughout the school.

The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre.





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A diverse community

We nurture confident, considerate and intellectually curious young women at EHS. In a diverse, stimulating and supportive environment, we recognise every girl as an individual. We encourage each one to explore and develop her abilities – so she leaves us with the academic qualifications, personal values and social skills to succeed in a rapidly changing world.

Diversity and inclusion inspire everything we do. Our staff and pupils proudly embody the rich, vibrant tapestry of cultures that make Birmingham such a remarkable city. Together, we champion our differences and draw strength from them.

We encourage everyone to bring their whole selves to work because we value the strength that a truly diverse workforce brings to our school. We celebrate our differences and recognise the positive impact they have on our inclusive culture. This includes diversity of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background.


EHS

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HIGH SCHOOL

Facilities to inspire

Pupils' education from Nursery through to Sixth Form at EHS is supported by superb academic facilities in our large site, including:

- Medical and Wellbeing Hubs
- Fully equipped science labs
- ICT suites, individual iPads and interactive whiteboards supported by the latest apps and technology
- Well stocked libraries that inspire a love of reading
- Sports facilities - pool, gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Outdoor learning and play areas
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment









EDGBASTON
HIGH SCHOOL

ISI Inspection 2026



"The pupils are respectful of individual differences and kind to each other...The school community is diverse, inclusive and respectful."

"Pupils are resilient, embrace challenge and approach their education with confidence."

"Staff provide regular opportunities for pupils to consolidate their prior learning, before deepening and furthering their knowledge."

"Staff demonstrate considerable subject knowledge, which they use to plan and deliver stimulating lessons."

"The school promotes pupils' wellbeing, including their physical and mental health, carefully and effectively."

"Leaders and staff work together closely to promote and maintain a robust safeguarding culture."

"Staff respond quickly and compassionately to any concerns raised by pupils so that their emotional wellbeing is supported effectively."

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HIGH SCHOOL

Staff benefits

Financial

- Competitive salary
- Access to a staff pension scheme with highly attractive employer contribution rates and associated benefits
- Generous fee remission

Health and Wellbeing

- Annual flu jabs
- Onsite counsellors
- Use of gym & pool
- BHSF employee support package with confidential helplines, vouchers & discounts and a useful app

Development

- Forward-thinking, vibrant and friendly teaching and support staff who work together, sharing resources and ideas
- Well-resourced departments
- Regular CPD opportunities

Extras

- Free access to the Botanical Gardens for yourself and your family
- Free refreshments and lunches provided by our excellent catering team
- Free onsite parking
- "Scone Friday!"

Every member of our staff plays a crucial role in upholding our high standards, and we welcome colleagues who share our values and our commitment to helping every girl thrive.
In return, all our staff can enjoy the benefits of being part of our community.

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Pastoral Support

The Pastoral Team

The Deputy Head Pastoral, who also serves as the Designated Safeguarding Lead, oversees the School's pastoral care system, ensuring every girl is supported, safe and able to thrive throughout her educational journey. She is supported in this by Heads of Year, Form Tutors and our team of HLTAs and Teaching Assistants.

Located in the Senior and Prep School Medical Rooms, our qualified School Nurse and Matron are on hand to provide compassionate care, support, reassurance and first aid for girls who are unwell, injured, or in need of assistance whilst in School. They also support girls with complex medical needs.

Two trained Counsellors provide confidential emotional support, helping girls to manage challenges, build resilience, and maintain positive wellbeing.

Acting as role models and mentors, our Sixth Form Leadership Counsellors help younger girls feel supported, valued and connected, fostering a strong sense of community across the School.

Medical and Wellbeing Facilities

Wellbeing Hub - a space dedicated to student wellbeing, with meditation and break out rooms, wellbeing activities.

Medical Rooms - providing expert care and support for girls requiring first aid or medical assistance during the school day.

The Learning Hub - a welcoming space for study, relaxation and connection, where girls can also access support from the Learning Hub Coordinator, raise concerns, or simply take time to talk.

Counsellor Offices - a calm, confidential space where pupils be supported with short or long term needs. Pupils can self-refer or request access via form tutors, Heads of Year or the Deputy Head Pastoral.

The Prep Nest and Learning Den - two calm, supportive areas within the Prep School where pupils receive one-to-one guidance, focused on positive interventions that make a real difference.

Girls on Board - an approach which helps girls, their parents and their teachers to understand the complexities and dynamics of girl friendships. The approach empowers girls to solve their own friendship problems and recognises that they are usually the only ones who can.



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Job Description



Purpose of Job:
To co-ordinate the School's medical provision and contribute to student welfare support through healthcare planning, liaison with parents and external agencies, monitoring medical needs and supporting pastoral interventions. The role requires exercise of judgement, responsibility for compliance and the co-ordination of support arrangements across the School.

Specific Responsibilities:

- To act as the first point of contact for student medical concerns during the school day and assess the appropriate support or referral pathway.
- To administer first aid to students, staff and visitors as required.
- To provide pastoral support and guidance to students experiencing medical concerns.
- To liaise with Heads of Year, attendance, safeguarding and SEND teams to identify vulnerable pupils and co-ordinate appropriate support.
- To contact parents/carers during the school day regarding immediate and ongoing medical and health needs of pupils.
- To write and update risk assessments and individual health care plans as required, ensuring that all relevant staff are informed as appropriate.
- To ensure medication is stored and administered appropriately and safely.
- To maintain and update accurate and confidential records on all pupils in isams, including overseeing all medical related admission data for new pupils.
- To input information on MyConcern as necessary.
- To be responsible for the medical room and First Aid boxes throughout the school, ensuring they are fully stocked.
- To provide First Aid boxes and student medical information to staff for educational visits.
- To maintain an accident log and gather statistics.
- To report on health issues and accidents to the Health and Safety Committee.
- To liaise with external agencies as required, including the immunisation team and visiting health professionals.
- To be collaborate with the Director of Co-curricular in organising staff training in First Aid, Epipen use, Asthma, Epilepsy etc.
- To provide Health Education to staff and pupils are required.
- To provide reception support and cover as required.
- To be available to support school educational visits where medical support is required.
- To assist with writing and updating health related policies and paperwork, as required.

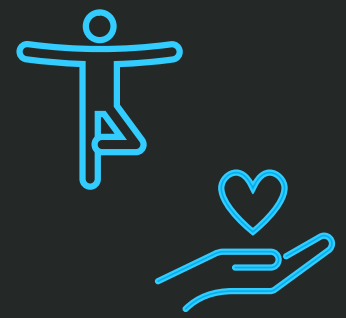
General Responsibilities

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of and comply with all Health and Safety protocols and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To participate in training and other learning activities and performance development as required.
- To lead by example in promoting the school's ethos and pushing forward its core aims.
- To attend to any other duties as may be reasonably required by the Deputy Head Pastoral or Headmistress.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

EDGBASTON HIGH SCHOOL

Person Specification



Qualifications/Professional Development

- Registered Nurse - desirable
- Paediatric First Aid qualification (refresher training can be provided)
- Mental Health First Aid qualification - desirable
- Evidence of commitment to continuous professional development

Experience

- Experience of working with children is essential
- Experience of working in a school environment would be beneficial
- Experience of administering medication and first aid to children is essential
- Experience of caring for children with chronic and complex medical conditions is essential

Skills and competencies

- Empathy and understanding of the emotional needs of children
- Assertiveness in promoting and advocating the health and wellbeing needs of pupils
- Excellent written and verbal communication skills
- Highly practical with common sense and initiative
- Highly organised
- Excellent IT skills including proficiency in Microsoft Office tools, MIS or similar databases and accident reporting software

Required Knowledge

- Sound understanding of physical and mental development of young people, including those with specific medical needs
- Knowledge and understanding of health and safety and regulatory requirements, including accident reporting
- Knowledge and understanding of correct procedures for safe storage and administration of medication
- Sound understanding of safeguarding principles
- Sound understanding of confidentiality

Personal attributes

- Ability to build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Ability to deliver feedback effectively
- Confidence in supporting pupils of all ages
- Excellent communication skills
- Ability to think creatively to anticipate and solve problems
- Ability to work under pressure, maintaining a sense of perspective and humour
- Autonomy and ability to manage own time effectively
- Naturally demonstrate a ‘can do’ helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Shares the School’s values and is committed to the School’s vision
- Wholehearted commitment to the life of a vibrant school community




PROCREATE
ESSENTIALS

EDGBASTON
HIGH SCHOOL

How to apply

We are seeking a compassionate, calm and approachable professional to join our Pastoral Team and contribute to the daily care and nurturing of our senior school students, for which we have an excellent reputation. The successful candidate will have excellent communication and organisational skills, and will have experience supporting young people's ongoing medical needs and first aid.

This is an exciting opportunity to join our dedicated school community, playing a key role in promoting the health, wellbeing and emotional welfare of our students. Working closely with staff, pupils, parents and external agencies, you will provide first-line medical care, manage the school's medical needs, and support pupils facing pastoral, social or emotional challenges.

Registered Nurses are welcome to apply, as are candidates without a nurse qualification but who have extensive experience supporting children's medical needs in a school or similar setting.

This position is part time, working 32.5 hours per week during term time. We are looking for someone to start as soon as possible.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

EDGBASTON
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How to apply

APPLY HERE ON MYNEWTERM

For more information about the School, please visit our website.

The closing date for applications is noon on Friday 4th December 2026.

Interviews will take place at Edgbaston High School for Girls during the week commencing on Monday 7th December. Successful candidates will be invited to a formal interview and will have a task to complete There will also be an opportunity to tour the School on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

Please note that we are unable to offer visa sponsorship for this position. Applicants must already have the right to work in the UK.

Edgbaston High School is an equal opportunity employer.



EDGBASTON HIGH SCHOOL

For all recruitment enquiries, please contact:

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