



St Martin's School

N O R T H W O O D



Applicant Pack

School Nurse

September 2026





St Martin's School

The School

St Martin's Preparatory School is home to 400 boys aged 3 to 13. Nestled in 12 acres of grounds, it offers a dynamic, friendly, and caring community. Conveniently located within easy driving distance from Northwood, Rickmansworth, Watford, Pinner, Ruislip, Harefield, Bushey, Stanmore, and Oxhey, many boys also travel from further afield.

Facilities at St Martin's include a Performing Arts Centre, two Science laboratories, an Early Years Centre, a Computing Room, an Art/DT suite, three libraries, a nature reserve, and a Sports Centre with an indoor swimming pool and outdoor pitches.

St Martin's provides a wide range of core and specialist teaching. Small class sizes ensure each pupil receives the best possible attention and support. Academic success and personal development are highly valued, and we strive to help every boy achieve his best.

Pastoral care is a priority, with all teachers nurturing the social development of the boys. The school fosters a warm, family-oriented atmosphere, reinforced when boys join Patrols (Houses) in Year 2. Our popular Inter-Patrol activities encourage teamwork and responsibility, promoting qualities such as courtesy, sportsmanship, and consideration for others.

Curriculum highlights include Music, Computing, Art, and DT, which are key aspects for all boys. A large proportion of students learn a musical instrument. Boys participate in football, rugby, hockey, cricket, cross-country running, swimming, and athletics, with the school boasting a fine reputation in inter-school matches.

A wide-ranging co-curricular programme is offered, with all classes participating in visits, workshops, and field trips. Our teachers are motivated, inspirational, and creative, focused on bringing out the talents and abilities of each boy, fostering strengths, and stimulating a love for learning. Effective communication between the school and home ensures a positive working partnership.

Wraparound care is available for all pupils from 7:30 am until 6:00 pm.

In Nursery and Reception, boys enjoy learning through play, guided to listen, observe, and ask questions to harness their curiosity. They are encouraged to initiate some of their own learning, absorbing the basic principles of language, beginning reading, and starting number work.

St Martin's develops boys' interpersonal skills, teaching them to collaborate and cooperate with peers. Experienced teachers impart a sense of responsibility and respect. The dedicated Early Years facilities



St Martin's School

include bright, spacious classrooms, a playground, kitchen, and library. Information technology is integral to teaching, and French is introduced in the Nursery.

Building on the Early Years Foundation Stage, boys move on to study core subjects like English, Maths, and Science. Their increasing curiosity about the world is nurtured, and a broader curriculum is introduced, including Art, Computing, Music, and Humanities. Boys are encouraged to participate in team, musical, and extra-curricular activities, extending their school life experience.

A caring and respectful attitude towards adults and peers is cultivated through effective personal skills. St Martin's boys learn to be well-mannered, confident, and articulate individuals in a happy environment.

Year 3 boys benefit from smaller classes, allowing greater focus on the individual. Learning encompasses a wider range of skills and is more formally subject-based. As they progress into Year 5, boys gain greater independence and take responsibility for personal organisation. Specialist subject teachers provide the academic rigour needed for Entrance and Scholarship examinations.

St Martin's prepares boys for numerous Independent Senior Schools, including Merchant Taylors', Habs, Harrow, John Lyon, and Aldenham Schools. The school has an excellent record of academic, sporting, music, DT, and all-rounder scholarships.

St Martin's boys have achieved great success, gaining outstanding scholarships and places at prestigious senior schools. This reflects the dedicated commitment of teachers and boys alike. Our boys are welcomed into their new environments, upholding the St Martin's reputation as well-educated, socially adept, and rounded citizens.

In the senior year groups, boys gain experience holding positions of responsibility and may be chosen for leading roles in sports teams, musical activities, or the school play. The vibrant curriculum is enriched by after-school activities, educational trips, and residential visits.

Our teaching programme is designed to create happy, considerate young people with the confidence to make intelligent decisions and seize opportunities. Involvement in community projects expands their sense of responsibility and compassion for others.

Throughout their time at St Martin's, boys are prepared for the challenges ahead. They leave the school as well-equipped, collaborative learners with an excellent work ethic, ready for the next stage of their education.

For further details, visit our website: www.stmartins.org.uk



Job Description

Title:	School Nurse
Responsible to:	Bursar Headmaster
Hours:	Term Time Only + 10 additional days
Working Hours:	Full time: 8:00am – 5:00pm

Job Purpose

The School Nurse has strategic and operational responsibility for the leadership, delivery, and continuous development of the School's medical provision. The role ensures the highest standards of clinical care, safeguarding, health planning, record-keeping, and policy compliance for all pupils, staff, and visitors.

Working closely with the Headmaster, Bursar, pastoral staff, and external health professionals, the School Nurse promotes pupil wellbeing, supports the School's safeguarding culture, and ensures that medical provision reflects best practice, current legislation, and professional standards.

Key Responsibilities

Clinical Leadership & Medical Provision

- Provide clinical leadership for the School's medical services, ensuring safe, effective, and compassionate care for pupils, staff, and visitors.
- Independently assess, plan, implement, and evaluate care for pupils presenting with illness, injury, or medical concerns.
- Deliver high-quality first aid and emergency care in line with national guidance and School policies.
- Ensure appropriate clinical responses to head injuries, concussion, allergic reactions, asthma attacks, and other acute presentations.
- Take professional responsibility for infection prevention and control, including the management of bodily fluids and public health considerations.
- Occasionally accompany pupils with medical needs on School trips and outings, providing risk assessment and clinical oversight as required.



St Martin's School

Health, Welfare & Safeguarding

- Take a leading role in promoting pupil health, wellbeing, and medical safety across the School.
- Support pupils with chronic conditions, allergies, and complex medical needs, ensuring appropriate adjustments are in place to enable full participation in school life.
- Work closely with pastoral, teaching, catering, and support staff to ensure consistent understanding and implementation of medical and welfare plans.
- Contribute actively to safeguarding processes, reporting concerns to the Designated Safeguarding Lead and maintaining clear professional boundaries at all times.
- Maintain an awareness of pupils' emotional wellbeing and escalate concerns through established pastoral and safeguarding channels where appropriate.

Healthcare Planning, Risk Management & Communication

- Develop, implement, and review Individual Healthcare Plans (IHPs) and welfare plans, ensuring they remain current and proportionate to pupil need.
- Ensure relevant medical information is communicated appropriately to staff on a strict need-to-know basis via iSAMS and other agreed systems.
- Complete and maintain risk assessments for pupils returning to School following injury or illness.
- Liaise with parents/carers sensitively and professionally regarding medical incidents, ongoing care, and referrals to external services.
- Provide guidance to staff ahead of trips, sporting events, and activities, ensuring medical needs are understood and planned for.

Medicines, Equipment & Clinical Governance

- Take responsibility for the safe storage, administration, monitoring, and disposal of medicines in accordance with School policy and parental consent.
- Ensure first aid rooms, equipment, and first aid kits across the School are maintained, stocked, and fit for purpose.
- Oversee the management of emergency medication (e.g. adrenaline auto-injectors, inhalers) and ensure staff awareness of procedures.
- Maintain accurate accident and incident records, including RIDDOR reporting where required.
- Contribute to the review, implementation, and ongoing development of School medical policies, including asthma, anaphylaxis, first aid, and infection control.

Immunisations, Public Health & External Liaison

- Coordinate school immunisation programmes in liaison with local health authorities and ensure accurate record-keeping and parental communication.
- Monitor public health concerns and provide advice on exclusion, infection control, and preventive measures as necessary.



St Martin's School

- Liaise with external healthcare professionals (GPs, nurses, therapists) to support pupil care and continuity of treatment.

Administration, Training & Service Development

- Maintain accurate, confidential, and up-to-date medical records for pupils and staff.
- Collate medical information and consents for new pupils and ensure records are complete and compliant.
- Support and advise designated first aiders across the School, including coordination of training where required.
- Contribute to the ongoing evaluation and development of the School's medical provision, identifying opportunities for improvement and best practice.
- Undertake general administration relating to the medical service and first aid facilities.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Essential

- Registered Nurse (NMC) or equivalent recognised healthcare professional qualification.
- Current First Aid at Work or Paediatric First Aid qualification (or willingness to obtain).
- Experience working with children and/or young people in a healthcare, school, or community setting.
- Sound understanding of safeguarding and child protection responsibilities.
- Strong clinical judgement, organisational skills, and attention to detail.
- Excellent communication skills, with the ability to engage confidently with pupils, parents, staff, and external agencies.
- Calm, professional, and resilient approach, particularly in emergency or sensitive situations.

Desirable

- Experience working in an independent or prep-school setting.
- Experience supporting pupils with allergies, asthma, diabetes, and concussion management.
- Familiarity with school systems such as iSAMS, Medical Tracker, CPOMS etc.
- Evidence of continued professional development and reflective practice.

Personal Qualities

- Warm, approachable, and reassuring manner with younger pupils.
- Confident clinical decision-maker with the ability to work independently.
- Highly professional, discreet, and ethically grounded.
- Proactive and adaptable, with the ability to manage competing priorities.



St Martin's School

- Collaborative team member who values partnership with pastoral and teaching colleagues.
- Strong commitment to safeguarding and pupil wellbeing.

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young people in accordance with the School's Child Protection and Safeguarding Policy at all times.

An Enhanced DBS check will be required prior to appointment.

Remuneration

The successful candidate will receive a comprehensive remuneration and benefits package, including:

- A competitive salary, commensurate with experience and expertise
- Membership of the Defined Contribution Pension Scheme
- Ongoing professional development and training opportunities
- Employee Assistance Programme (EAP) giving free access to confidential mental health and wellbeing support
- Discounted school fees for children
- Complimentary school lunches and refreshments during term time
- A range of staff wellbeing initiatives, including swimming, gym access and social events
- Participation in the Cycle to Work Scheme and other sustainable travel initiatives, including the Octopus Electric Vehicle scheme

How to Apply

To apply for this position, please visit <https://www.stmartins.org.uk/about-st-martins/staff-vacancies/>

The closing date is 12 noon on Monday 13 July 2026. Early application is advised as the School reserves the right to close the advert early should a suitable applicant be found.

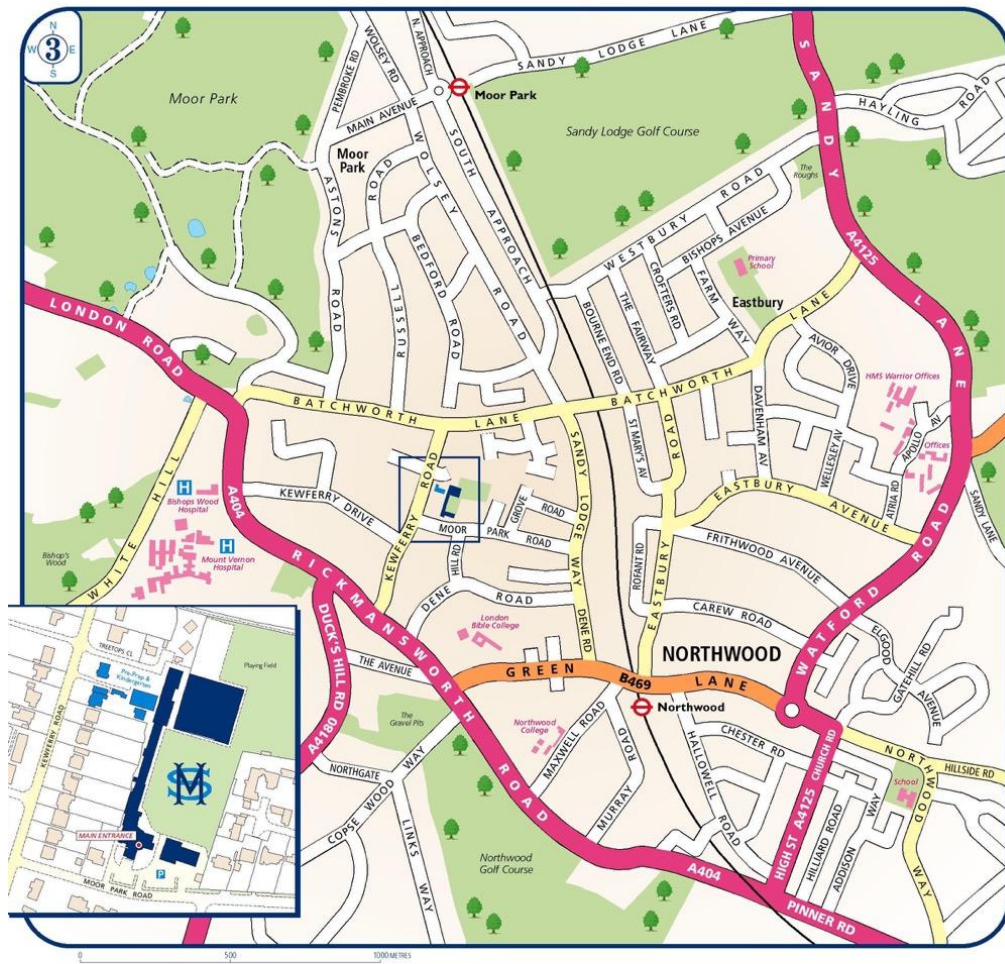
If you have any questions, or you would like an informal chat about the role, then please arrange this by contacting the Office Manager, Mrs Lorraine D'Urso at ldurso@stmartins.org.uk.

The successful candidate will be subject to an enhanced DBS check, and references will be taken up before the appointment is confirmed.



St Martin's School

St Martin's School
40 Moor Park Road
Northwood
Middx
HA6 2DJ
01923 825740



Travelling to St. Martin's School, Northwood

By Air: Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

By Rail: The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

By Road: From the North via the M25: Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

From the South via the A40: If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

On arrival: Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.