



ABINGDON



SENIOR SCHOOL NURSE

**Closing Date: Midday on Tuesday 21 April 2026.
Interviews: w/c 27 April 2026.**

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS30



Contents

PAGE 03	<u>Message From The Director of Finance & Operations, Justin Hodges</u>
PAGE 04	<u>About the Health Centre</u>
PAGE 05	<u>Job Description</u>
PAGE 08	<u>Person Specific Criteria</u>
PAGE 10	<u>Further Information</u>
PAGE 13	<u>Benefits of Working at Abingdon</u>
PAGE 15	<u>How to Apply</u>

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges". The signature is written in a cursive, slightly stylized font.

Justin Hodges
Director of Finance & Operations

About the Role

We are seeking a capable, flexible and proactive qualified Senior Nurse to join our small and friendly team in the Health centre to provide care for pupils during term time.

The Senior School Nurse oversees the management and operation of the school's Health Centre. The Health Centre plays a vital role in the medical, physical and emotional well-being of pupils.

The Senior Nurse uses research-based practice to plan, deliver and evaluate School nursing interventions. The Senior Nurse is also responsible for the strategic development of the Health Centre in line with recommended best practice guidelines from the RCN, Boarding School's Association (BSA) and the Commission for Social Care Inspection (CSCI).

The role is expected to work in partnership with pupils, parents, School personnel, GPs and other appropriate agencies to carry out health surveillance, health promotions and other public health initiatives required by the School.

Within the Health Centre, we have one Registered Senior Nurse (vacant), one registered Nurse and 4 Healthcare Assistants.

The role is required for 35 hours per week, Monday to Friday between the hours of 8am to 5pm. Additional hours may be required on a Saturday for sports fixtures.

The Health Centre may have to provide 24-hour care for boarding pupils who are unwell or injured. Whilst the Healthcare Assistants cover any night hours on an on-call rota basis, flexibility may be required from the successful candidate to step in during emergencies.



Job Description

The Role

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

Clinical

- Provision of a high standard of medical care to pupils in accordance with NMC guidelines and School policies regarding medical and mental health and well-being.
- Treating pupils as appropriate with the aim of encouraging pupils to return to their normal activities of daily living as soon as is appropriate and in their best interests to do so.
- Liaising with parents/guardians and the pupil where necessary, arranging transfer home for recuperation or to alternative care, e.g. offsite medical appointments, hospital visits.
- Participation in the monitoring and planning of pupils' health care needs. This includes carrying out health assessments and checks to assist with diagnosis and management, immunisation and health promotion programmes.
- Liaising with local health authorities in the organisation of immunisation programmes.
- Arranging and managing communication with parents with regards to consent.
- Maintaining records on electronic register where appropriate.
- Operate procedures for the control of infectious diseases.
- Follow procedures to the safe disposal of clinical waste.
- Be aware of the recommended safe storage, usage and disposal of medical supplies and medicines.
- Arrange for boarding pupils to attend any medical, dental or other necessary health appointments.



Job Description (cont.)

Professional

- Adherence to NMC (Nursing and Midwifery Council) Code of Conduct
- Exercise awareness of professional responsibilities by:
 - Keeping up to date with current relevant literature; and
 - Undertaking personal and professional development in line with revalidation.
- Using evidence-based practice to develop and maintain a high quality of nursing care for the pupils.
- Acting as a team member and assisting in working towards innovative high standards of practice.
- Adherence to the applicable Code of Confidentiality.

Managerial

The Senior Nurse is responsible for the day to management of the Health Centre:

- Ensuring that the Health Centre is appropriately staffed, stocked and equipped including the on-call rota for the Healthcare Assistants.
- Ensuring the safe storage, usage and disposal of medical supplies and drugs.
- Provision of first aid kits around the School and replacement of supplies.
- Timely maintenance of pupil medical files and attendance records in accordance with GDPR.
- Organisation, provision and monitoring of essential emergency medication in the Dining Hall, Boarding Houses and other appropriate areas within the School.
- Be responsible for the smooth and efficient running of the Health Centre, ensuring efficient systems and processes are in place.
- Participation in clinical governance and clinical supervision within the nursing team.
- Act as a role model and motivator for the other members of the Health Centre team.
- To be responsible for the retention, professional development and recruitment of Health Centre staff.
- Work with the Director of Sport and external providers for the arrangement of first-aid cover and /or paramedics for external competitions and fixtures.
- Actively participate in assessing the financial needs of the Health Centre and its related activities, as well as providing on-going reviews of actual Health Centre costs over the course of the academic year.



Job Description (cont.)

Administration

- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine on entry to the School and at agreed stages during a pupil's School career are obtained and retained.
- Assisting with the implementation and regular updating of pupil health care plans.
- Maintaining electronic and paper records of daily visits to the Health Centre or accidents treated and reported including the nature of the problem, treatment or advice.
- Communication and liaison with House teams with regards medical or emotional problems concerning pupils
- Development of health care plans for pupils where appropriate in liaison with the pupils, their parents and other relevant staff and advisers. Including giving support to relevant teaching staff in their dealings with pupils within the classroom and in extra-curricular activities.
- Attending Health & Safety committee meetings, pastoral meetings and any other meetings as required. Preparing reports in advance for the meetings.
- Providing training and advice for staff for the initial care of pupils with particular medical needs.

Pastoral Care

- The School Nurse works closely with Designated Safeguarding Leads and other key personnel but at all times exercises judgement regarding confidentiality in the context of prioritising safeguarding and welfare of children.
- Provision of first aid updates to members of staff during inset, particularly medical emergency and anaphylaxis training.
- Promote health education through the school population.
- Contributing to topics within PSHE schemes such as health and hygiene and sexual health as well as providing sports first aid training to pupils.
- Raising awareness of medical and health issues to pupils and staff this may be through distributing appropriate material via pastoral staff, or updating health related notice boards.

General

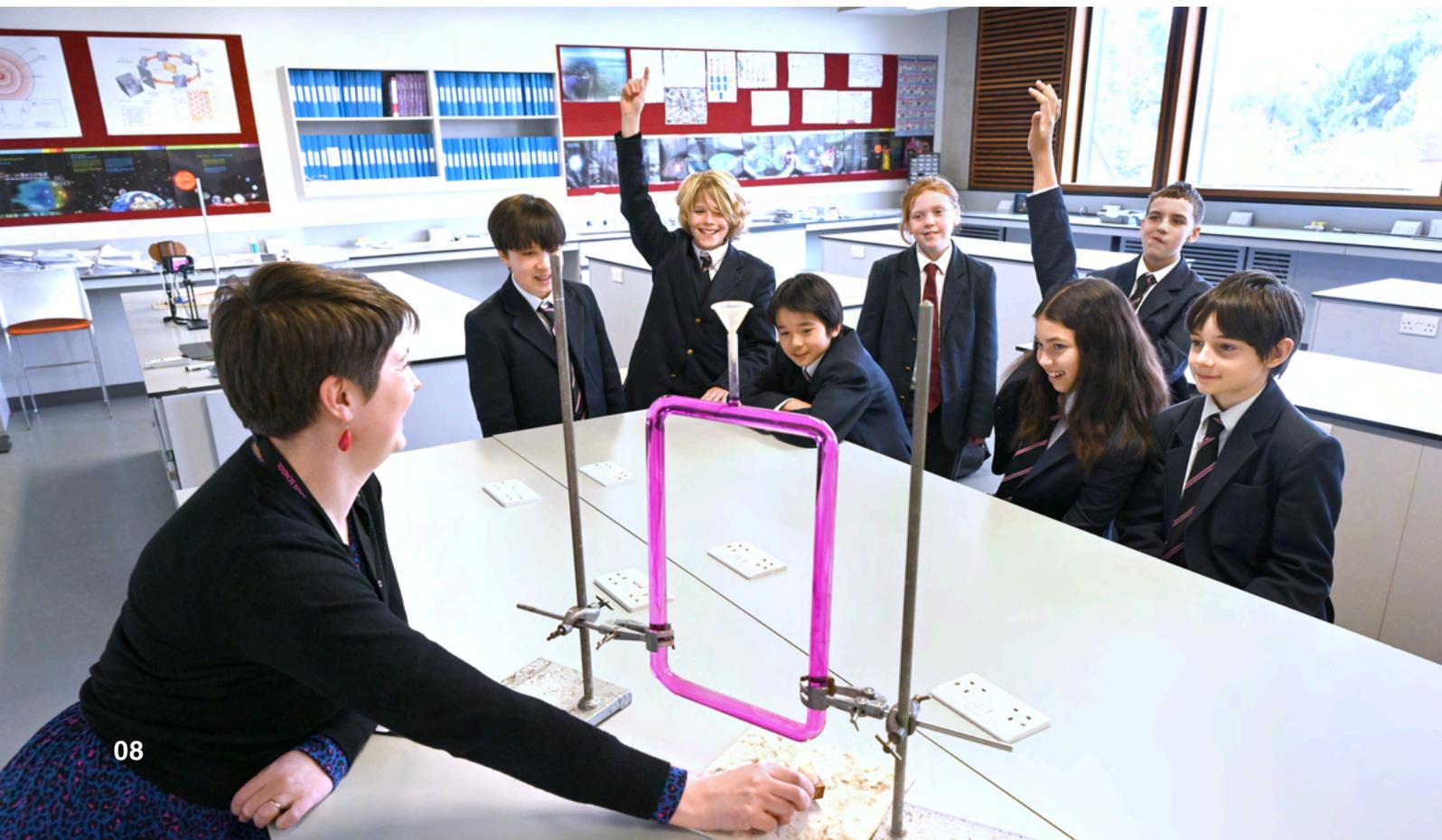
- Providing medical cover for sports fixtures, games sessions and other events as required (this may be on a Saturday particularly during Michaelmas and Lent terms).
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.



Person Specific Criteria

Essential Qualities

- Registered General Nurse (RGN) in adult or child nursing.
- Ongoing CPD and compliance with revalidation requirements. Evidence of professional development.
- Minimum 5 years post-registration experience.
- Ability to work independently without medical back up on site.
- Medically fit and able to cope with a physically demanding role.
- The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance.
- Excellent communication and interpersonal skills with the ability to communicate effectively verbally and in writing with both children and adults.
- Ability to prioritise and manage changing workloads and situations and to work flexibly to meet the needs of the service.
- Good working knowledge of Child Protection issues.
- Confident and calm when dealing with a range of accidents and first aid issues.
- Friendly, approachable, sympathetic and supportive personality with energy, motivation and enthusiasm
- Excellent teamwork skills and able to work with different departments, pupils and staff at all levels.
- Professional in presentation and attitude, setting a good example to the Health Centre team.
- Excellent written and oral communication skills.
- Good IT skills.
- Displays commitment to the principles of equity, diversity and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.



Person Specific Criteria

Desirable Qualities

- BA or BSc in a health-related field.
- Qualification as a Nurse Practitioner in Mental Health, Minor Injuries or Accident and Emergency.
- Experience of school nursing; A&E; paediatrics, or adolescent health.
- Experience in providing effective individual counselling/therapy to young people under stress with mental health difficulties.
- Deputy DSL experience or be willing to become a Deputy DSL.



Further Information

Hours and weeks of work

This is a part-time, term-time plus role working 35 hours per week.

- **Weeks of work:** Term time plus (34 weeks plus 1 week - The current incumbent works the final week of August, the week before Michaelmas term commences, to prepare for the new academic year)
- **Hours of work:** 35 hours a week with the flexibility to work occasional Saturdays to cover Sports fixtures.
- **Work pattern:** Monday to Friday between the hours of 8am and 5pm with a 30 minutes unpaid lunch break.
- **Full Time Equivalent (FTE):** Full time support staff roles within the Abingdon Foundation work 40 hours per week, 52.14 weeks per year. Part time FTEs are therefore calculated as a fraction of a total of 2085.6 hours. The FTE for this role calculates as follows:
 - 35 weeks of work x 35 hours per week = 1225 hours
 - Plus 5.6 week holiday pay x 35 hours = 196 hours.
 - 1225 + 196 = 1421 hours
 - 1421 / 2085.6 = **0.6813 FTE**

Salary

The salary range for this role working 35 hours a week for 35 weeks a year is **£33,922.81 to £37,617.732** based on an **FTE of 0.6813** per annum dependent on qualifications, skills and experience.

The full time salary range for the role is £49,791.30 to £55,214.64 per annum based on working 40 hours per week for 52.14 weeks per year.



Further Information

Notes

- This role is to start on 01 September 2026.
- After successful completion of a 6 month probationary period, the **notice period** for this role is **3 month(s)**.
- For an informal discussion about the role please contact **Helen Keevil, Deputy Head Pastoral** initially via email to: recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- All applicants should apply via our recruitment portal. CV's are not accepted.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form.
- Closing date is **Tuesday 21 April 2026 (Midday)**
- Interviews are expected to be held during **week commencing 27 April 2026**

Further Information

Training Requirements

The following mandatory training will be provided: Cyber Security, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety, Prevent, Safeguarding (Triennial) and Safer Recruitment.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

Safeguarding

Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Benefits of working at Abingdon

Annual Leave:



You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

“91% of our staff say the facilities and resources for staff are good (2025 staff survey)”



Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.



School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.

Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Health & Wellbeing



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



Everyday Perks

Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

“ 99% of our staff say they have good working relationships with their immediate colleagues (2025 staff survey) ”

How to Apply

APPLY NOW



To apply, please go to our [Recruitment Portal](#).

Please do not upload CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our HR Department at 01235 849136 or recruitment@abingdon.org.uk.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

**independent day and boarding school
for pupils aged 11 to 18 years**

Co-ed from 2026