



**Thomas's**  
COLLEGE

# School Nurse

Closing date: Wednesday, 22 April 2026







# Welcome to Thomas's College

Thomas's College is a brand-new selective co-educational day and weekly boarding school for students from 11 to 18. Our school sits in a beautiful five-acre campus at the top of Richmond Hill, 15 minutes' walk from Richmond Station, with magnificent buildings surrounding a central garden. We have outstanding sports facilities a short drive away, with Richmond Park on our doorstep. The whole site is full of space and greenery.

We seek to offer a new approach to London independent education, built around the choices and interests of each individual, that combines the best of traditional excellence with radical innovation. We teach psychology to all students, we offer alternative qualifications alongside GCSE and A Level, we've changed the student journey to include a three-year Sixth Form - we're at the leading edge of educational reform.

Above all we offer a family atmosphere, full of heart, along with the passion and drive of an entrepreneurial start-up environment. It is a combination that we believe will bring our students benefits, in terms of their success, happiness and values, that will last lifelong. For staff, we hope that working at the College will be an experience they treasure throughout the course of their careers.



# Vision and Aims

## PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.



## OUR VISION

Our vision is that every pupil at Thomas's develops core values and a strong sense of social responsibility; inner strength, outward assurance and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning.

The overall goal of a Thomas's education is to equip all of our pupils with optimism and readiness for the future, to become net contributors to society, and to flourish as successful, conscientious and caring citizens of the world.



## OUR AIMS

To achieve this vision, our aims at Thomas's College are:

- To provide an exceptional and innovative education to young people aged 11 to 18, founded on **breadth of experience and opportunity**
- To enable pupils to achieve **academic excellence** through a holistic approach that develops knowledge, skills, character and self-understanding
- To ensure that every member of our school communities learns and lives by a strong set of values, with **kindness at the heart**
- To support pupils to make meaningful choices about their future, fostering a sense of **purpose and personal ownership**
- To promote a **diversity of excellence** that encourages different types of intelligence, problem-solving and the ability to make connections

The Heads and Principals  
Thomas's London Day Schools



# The Role

## OVERVIEW

The Thomas's College Medical Centre cares for day students, boarders, staff, and visitors at the College. We are looking for a warm, caring, qualified nurse who is willing to join our Senior Nurse and support her as she takes on a larger Group wide role.

The Medical team liaise with the College pastoral team to provide a 360 degree programme of care for students. As per the NMC code of conduct there is an emphasis on health promotion and education in addition to care of the sick and injured.

Whilst the position is specifically to support the Senior Nurse at Thomas's College, there may be occasions where emergency medical cover at another of Thomas's London Day School sites might be required.

The Medical Centre comprises a medical/treatment room, two isolation rooms and an accessible bathroom.

## KEY RESPONSIBILITIES

### Everyday Responsibilities:

- Support students to manage long term medical conditions, eg. asthma, diabetes, epilepsy. This includes compiling Individual Healthcare Plans and Risk Assessments.
- Administration of non-prescription medication in line with the College policy and national guidance.
- Storage and administration of prescription medication for students with short or long term medical conditions.
- Provide extended first aid and ongoing medical care to students attending the Medical Centre.
- Liaise with parent/carer when referral to hospital/ GP is identified as the most appropriate course of action.
- Attendance at and management of emergency situations, eg. anaphylactic reactions, potential fractures, and students too unwell to attend the medical room.
- To notify the Senior Nurse of any communicable diseases.
- Restock non-prescription medication and other medical/first aid supplies as required, ensuring first aid boxes are replenished and kept in date across the College site.

- Ensure College's emergency medication, eg. Adrenaline Auto Injectors, are in date and available in key areas around the College.
- Support the Senior Nurse to facilitate routine immunisations and vaccinations.
- Assist with the training of staff when appropriate.
- Supervision of boarders (in isolation rooms) during the day who are ill and cannot return home.
- Assist the Senior Nurse in updating relevant policies/procedures.
- Support teaching staff with the collation of medical information and planning for educational visits.
- Provide ad hoc medical/first aid cover at College events and fixtures (including Sports Grounds) as required.

### Pastoral Responsibilities:

- Support the emotional wellbeing of students and appropriately refer to or consult with the Senior Nurse for further support.
- Seek support from the Head of Pastoral Care & Student Experience with immediate concerns regarding student welfare in conjunction with Senior Nurse.
- Alert the Senior Nurse and Head of Pastoral Care & Student Experience (and Director of Boarding as required) of any concerns regarding individual students, eg. patterns, trends in attendance at the Medical Centre.
- Alert the Designated Safeguarding Lead and Senior Nurse to any safeguarding concerns, as per College policy.
- Build and maintain strong relationships with students, parents/carers with long term health conditions.

### Record Keeping:

- Maintain and record accurate medical records for students, keep them up to date and communicate relevant medical information with relevant staff, when required.
- Maintain accurate record of accidents and assist the Senior Nurse in compiling accident reports for the Health & Safety Executive and the College's insurers.

# Person Specification

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- A nursing qualification (RSCN, RN-Child or RGN).
- Experience of working as a School Nurse, paediatric childcare or community nursing.
- Registered with the Nursing and Midwifery Council with current Pin Number and 3 years post registration clinical experience.
- HSE recognised First Aid at Work qualification, desirable but not essential.
- Sports injury care, desirable but not essential.
- Safeguarding Level 3, desirable.
- Excellent nursing skills, and ICT literate.
- Excellent communication skills with the ability to produce clear, concise and timely communications and liaise in a professional, friendly manner.
- Ability to make clinical judgements independently based on observations and own initiative.
- Strong administrative and organisational skills with a higher degree of attention to detail.
- Excellent interpersonal skills and the ability and desire to build strong relationships with students and parents, with a proven track record of working collaboratively with other members of a team.
- An understanding and knowledge of child protection within a school/young person's environment.

## PROFESSIONAL REQUIREMENTS

- Maintain nursing registration with the Nursing and Midwifery Council (NMC) and complete revalidation every 3 years.
- Provide appropriately high standards of nursing care.
- Attend mandatory training required for the role, eg. safeguarding and any relevant training/forums to benefit the role.
- Maintain professional development to ensure compliance with NMC guidelines.
- Keep abreast of relevant medical and health developments and initiatives, and work closely with the Senior Nurse and wider pastoral team.
- Maintain professional boundaries with students, parents and College staff.
- Uphold the values of the NMC Code of Conduct.
- Report care errors/incidents of the Senior Nurse and Head of Pastoral Care & Student Experience for investigation.



## PERSONAL ATTRIBUTES AND VALUES

### Personal Qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

### Safeguarding and Young People's Interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

### Professional Qualities

- Honesty, integrity and reliability.
- The ability to work effectively in a team with a range of styles and personalities.
- Confidence and assurance in dealing with staff, students, and families at all levels.
- Willingness and ability to work flexibly at peak times.
- Ability to show resilience under pressure.
- Adapt and be flexible to the ever-changing demands of the medical centre.
- Good listener with caring nature and approachable.
- Diplomacy, discretion and confidentiality.
- Proven ability to remain calm and professional at all times.
- A commitment to safeguarding and promoting the welfare of children and young people.
- The ability to use reflective practice to support and identify change with a view to delivering an excellent service provision.



KINDNESS



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,  
NOT TAKERS

# Terms and Benefits

- **Competitive Salary & Benefits Package**
- **Contract:** Term Time, Permanent
- Job share applications are welcome
- **Expected Start:** September 2026
- **Location:** Thomas's College, Richmond

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



# Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team) or email [hr@thomas-s.co.uk](mailto:hr@thomas-s.co.uk)

To apply for this post please go to [thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team) and click apply by Wednesday, 22 April 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to [hr@thomas-s.co.uk](mailto:hr@thomas-s.co.uk)

The first round of interviews will take place over the week commencing Monday, 27 April 2026. Please note that referees will be contacted prior to the interview.

## SAFEGUARDING

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.*

*All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](https://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*





**Be Kind**  
**Be Thomas's**