



Downe House



CANDIDATE INFORMATION PACK

SCHOOL NURSE X 2 - FULL TIME
AND PART TIME (30 HOURS PW)



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The position

SCHOOL NURSE - FULL TIME AND PART TIME POSITION AVAILABLE

CONTRACT TYPE: Permanent

SALARY: Basic salary for 40 hours a week, term time only = £30,460.32 , and 30% enhanced rate of £24.99 per hour for working from 8pm, overnights and weekends.

HOURS: Full Time - 40 hours per week, term time only (34 weeks per year), Part Time - 30 hours per week, term time only (34 weeks per year)

REPORTING TO: Director of the Health Centre

JOB PURPOSE AND OVERVIEW

Work as part of the nursing team to maintain the smooth and efficient running of the Health Centre, covering various shifts as agreed with the Director of Health Centre.

Help promote the health and welfare of pupils, and to provide First Aid cover for staff and visitors when required.

Be able to work unsupervised and, in the absence of the Director of the Health Centre or her Deputy, be able to liaise with the Headmistress, House Staff, parents and other staff as appropriate within the confines of medical confidentiality.

Shift patterns will include 'earlies' (7.00am - 2.30pm), 'lates' (2.00pm - 9.30pm), night shifts (9.15pm - 7.15am) and weekends. Usually you will work 1 weekend shift (day or night) every other weekend.

DEPARTMENT OVERVIEW

The Palmer Health Centre is a purpose-built centre in the grounds of the school, with 3 rooms accommodating 5 beds, 2 consulting rooms, a waiting room, an office, a room for night staff and facilities for Physiotherapists, Osteopaths and Psychologists.

At the Health Centre, our dedicated team of trained nurses provide round-the-clock medical care for our pupils throughout the term.

All of our boarders and day pupils are looked after by the three school doctors who hold regular surgeries at the school and also see pupils at the Burdwood Surgery in Thatcham.

Pupils also have access to a range of specialist services, including asthma management, nutrition advice, travel advice, including injections, physiotherapy, chiropody, in fact any service you would expect to find in a well-run local medical practice. Dentist, orthodontist and optician appointments can also be arranged. The services of a counsellor are available to the pupils for advice and guidance when required.



KEY RESPONSIBILITIES

- Work as part of the nursing team to provide total nursing care and support for all the pupils, together with all GP services/clinics available to this age group.
- Assist with the smooth, effective running of the Health Centre.
- Be sensitive to the needs of teenage pupils who are away from home in a boarding school environment and be able to communicate and empathise with them.
- Communicate well at all levels, with an understanding and confidence about medical confidentiality.
- Assist the Director of the Health Centre to develop, implement, monitor and evaluate care programmes and procedures.
- Be trained and competent to deal with accidents to pupils, staff and visitors.
- Assess and recommend treatments for minor ailments during nurse led surgeries and know when to refer on to a doctor.
- Possess knowledge of, and be competent in, dealing with acute and chronic conditions relevant to this age group e.g. asthma, diabetes, epilepsy, anorexia and bulimia.
- Admit and care for any unwell pupils in the Health Centre and then discharge them appropriately.
- Care for any unwell day pupils appropriately until their parents can collect them.
- Carry out routine and regular health checks as appropriate and required of the age group.
- Ability to cope with emotional and sometimes distressing issues.
- Ability and flexibility to work in an environment where there may be frequent disruption to work patterns and to have sound judgement in assessing conflicting priorities and needs.
- Provide and receive complex and sensitive information; to understand how to react and deal with this with regards to medical confidentiality and data protection, and to communicate appropriately with agreed people such as house staff, GPs and parents.
- Be a good listener, counsellor and negotiator and be able to communicate and empathise with teenage pupils.
- Ensure records are kept accurately and in accordance with the relevant statutory bodies and be willing to use computer systems.



Person specification

- Qualified Professional with a current NMC registration/pin.
- Previous Nursing experience.
- Previous experience of working with young people aged 11 -18 (desirable).
- Ability to relate well to adolescents and enjoy their company.
- Flexible approach to work and prepared to help out with staff cover from time to time.
- To have a calm and warm manner.
- Efficient time management, with good organisational skills.
- Ability to communicate effectively and appropriately with pupils, parents and staff.
- Able to prioritise and meet deadlines.
- Able to work as a member of a team and accept direction.
- Excellent communication, interpersonal and people facing skills and an ability to form excellent working relations with pupils and colleagues.
- Good IT skills.
- Have good judgement and able to work on own initiative.
- Be committed to professional development through ongoing training and learning.
- Have a commitment to the Downe House ethos, aims and aspirations.
- Have a commitment to the provision of single-sex education for pupils in a boarding environment.
- Have a commitment to safeguarding and promoting the welfare of children and young people.



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee Benefits



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



CYCLE TO WORK SCHEME

savings on bicycle purchases via salary sacrifice



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes (eligibility criteria apply)



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate

“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”





Inspiring girls

Downe House
Cold Ash, Thatcham
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www.downehouse.net



Downe
House

