

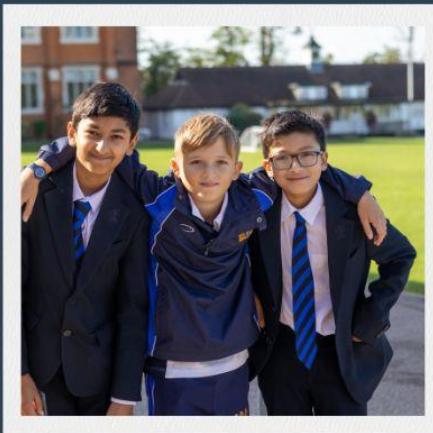
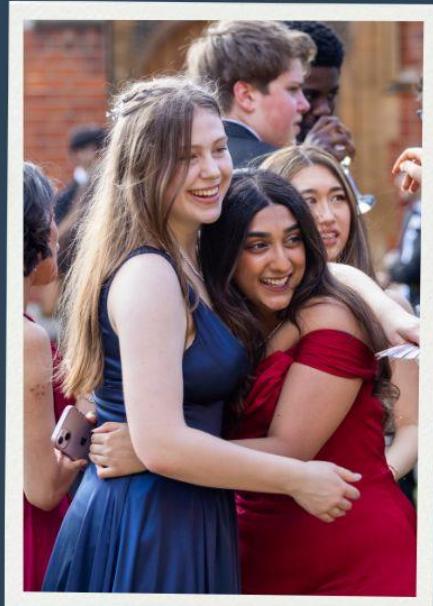
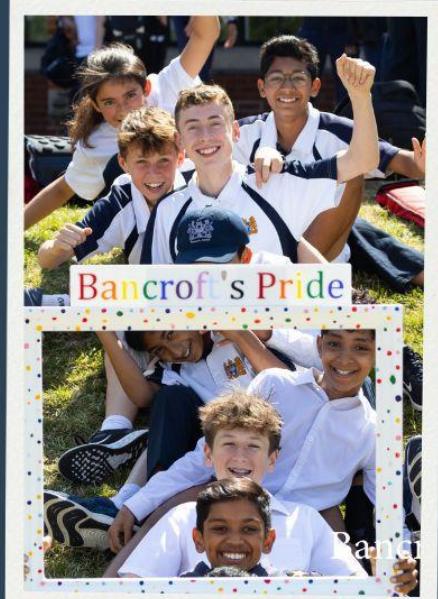
Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

School Nurse (Part-time)





Welcome from the Head

Thank you for your interest in joining our vibrant, friendly and purposeful Bancroft's School community. Whatever their role, all Bancroft's colleagues work in a spirit of shared endeavour to create the conditions for our pupils to enjoy their time at school, to be inspired and supported to do their best, and to be ready to thrive in their adult lives.

Bancroft's is a long-established 7-18 independent school with an excellent reputation for academic success within a holistic and nurturing educational framework. Highly regarded and much sought after in the local market, the School is financially robust with a clear and positive vision for the future. Though proud of our traditions, we are open-minded and imaginative in our approach to staff recruitment. We are especially keen to hear from applicants who would add to the ever-increasing diversity of our workforce.

On the teaching side we welcome colleagues from the state and independent sectors as well as those joining the profession as Early Career Teachers. Our teachers benefit from extensive professional development and enjoy working with bright, highly motivated pupils across the full range of academic, pastoral and co-curricular contexts and pursuits.



We recruit support staff from a wide range of professional backgrounds and are equally keen to consider candidates versed in the education sector as well as those who bring transferable experience and additional perspectives. Ongoing training of support staff is a high priority and we are proud to develop colleagues' skills during their careers with us.

Please look at our website and the information in this pack for a more detailed understanding of what a role at Bancroft's could offer you. I hope we have the opportunity to meet you at interview.

With best wishes


Alex Frazer

Alex Frazer
Head of Bancroft's



Watch
our pupils
interview
Alex

Our School Values

 Balance

 Kindness

 Excellence

 Curiosity

 Integrity

 Courage



2025 WINNER
TE Awards
for Innovation
in Education



Being Bancrofts



240
clubs and
activities

Co-Educational
Day School
founded in
1737



4 **Houses**

*North
East
West
School*

250 **Staff**
Members

71%
of all **GCSE** ✨
papers graded
at **9-8** in
2025

A*-A
75% of A Levels
were graded
A*-As
in 2025

17

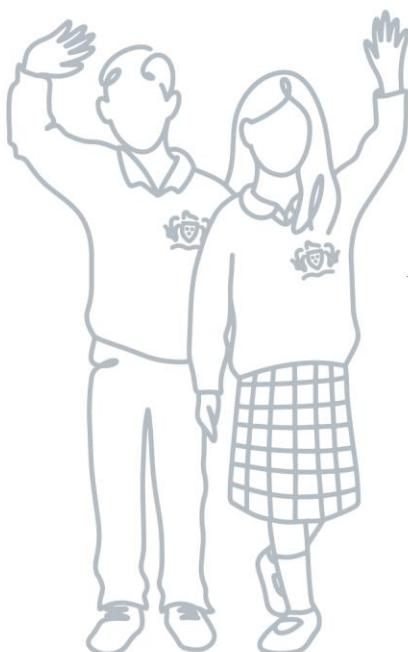
acres of
playing fields

1080

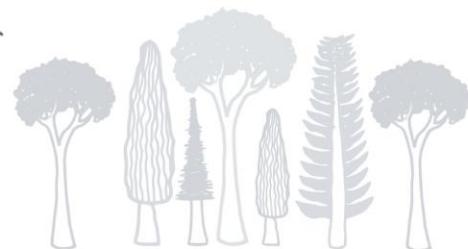
✉ **sports** fixtures
in 2024/2025

8200

books borrowed
from the library in 2025



Located on the border
of **London** and **Essex**
with direct access
to **Epping Forest**



1150

pupils aged between
7-18 who join at
7+, 11+ or 16+

95%

of our Year 9 pupils
participate in the
Duke of Edinburgh's Award



The *Department*

Medical Room Department Description

The Medical Room is a dedicated facility within the school that provides first aid, health care, and wellbeing support to students and staff. It serves as a safe and confidential space for managing minor injuries, sudden illnesses, and ongoing health needs during the school day. The department works closely with parents, teachers, and external health professionals to ensure the highest standards of care and compliance with safeguarding and health regulations.

The Medical Room staff play a vital role in fostering a safe and supportive environment, enabling students to thrive both academically and personally.



The *Role*

This is an exciting opportunity to work in a vibrant and supportive environment, providing high-quality, professional health care and support to pupils and staff, promoting the physical and emotional well-being of the school community. The School Nurse plays a key role in supporting the Senior Nurse providing safeguarding, health education, and managing medical needs within the school.

Working Hours

The post is Part-time (2 days a week), Term-time, including Inset days (34 weeks). The working hours are 8.00am to 4.00pm with half an hour's unpaid lunch.

The role will be school based. Some flexibility to occasionally work to cover the full-time school nurse would be beneficial.

Remuneration

The salary range for the role will be based on NHS Band 5 which will be £9,000.00 - £11,500.00 (actual salary), FTE of £31,049.00 - £37,079.00 per annum. See below for details of the benefits package.



The *Person*

Person Specification:

	Essential	Desirable
Education	Registered Nurse Current First Aid qualification	Safeguarding qualification
Experience	Proven clinical experience Experience of dealing with children and young people aged 7-18 years	Experience of working within a school environment and using school management information systems
Skills	<p>Team Player Works collaboratively and contributes to a supportive working environment as well as being able to work independently</p> <p>Strong Communication Skills Able to represent the school professionally and warmly in all interactions—whether face-to-face, over the phone, or via written communication—with parents, pupils, and colleagues</p> <p>Strong IT and administrative skills Proficiency in Microsoft Office, Word and Excel</p> <p>Strong Organisation and Time Management skills Ability to prioritise and work to deadlines</p> <p>Flexibility and adaptability</p>	
Personal Qualities	<p>Warm and Welcoming Presence A genuinely positive individual who is kind and approachable, especially towards children and young people, with the ability to remain calm in unexpected situations</p> <p>Self-Starter and Independent Worker Demonstrates initiative and can manage tasks independently with minimal supervision, while also knowing when to seek guidance or collaborate.</p> <p>Sense of Humour Brings a cheerful and resilient attitude to the team</p> <p>Confidentiality Ability to maintain confidentiality inside and outside the workplace</p> <p>Punctual and reliable</p> <p>Honesty and integrity</p>	

Key *Responsibilities*

Below is a summary of the key responsibilities of the School Nurse

- **Clinical Care**
 - To provide first aid and emergency care to pupils for injuries and illnesses during school hours.
 - To provide first aid care to staff and visitors in emergency situations only.
 - To monitor pupils with chronic conditions (for example asthma, diabetes, allergies) and liaise with other multiprofessionals as required.
 - To administer over the counter medication and prescription medications in line with school policy.
 - To assist with health screenings (vision, hearing, growth checks and cardiac screening) and follow up on referrals as required.
 - To maintain accurate and confidential health records in line with school policy and GDPR (ISAMS, CPOMS)
- **Safeguarding and Welfare**
 - To work closely with the safeguarding team to identify and support pupils at risk.
 - To lead on health issues relating to safeguarding.
 - To support pupils with emotional and mental health concerns, referring to appropriate services when necessary.
 - To report and record any concerns regarding pupil welfare to the appropriate safeguarding lead and input data on to CPOMS.
- **Health Promotion**
 - To support health education initiatives and wellbeing programs for pupils and staff.
 - To promote healthy lifestyle choices and provide advice on nutrition, hygiene and mental health.
 - To support the PSHE curriculum where appropriate (Learning for Life and Enrichment).
 - To plan, schedule and assist with school age vaccinations.
- **Medical and Emergency Preparedness**
 - To ensure the school is equipped with appropriate first aid supplies.
 - To contribute to writing and reviewing first aid and medical emergency protocols.
 - To order school medical and medicine supplies as and when necessary.
 - To liaise with staff trip leads to discuss any medical issues with pupils attending such trips.
 - To prepare medical first aid kits for school trips.
 - To develop and maintain Individual Health Care Plans (IHCPs) for pupils with specific medical conditions in conjunction with their medical health professionals.
- **Compliance and Record Keeping**
 - To ensure compliance with school policies, health and safety regulations, and statutory guidance.
 - To maintain up-to-date clinical records of immunisations, medical incidents, health screening and care plans.
 - To participate in inspections and audits relating to the medical department as required.
 - To attend Health and Safety meetings termly.

Key *Responsibilities*

- **Communication**
 - To liaise effectively with parents, staff and external healthcare professionals regarding pupil health needs.
 - To provide clear documentation and handover notes for continuity of care.
- **Leadership and Support**
 - To act as deputy to the Senior Nurse, covering duties during their absence.
 - To contribute to the development and review of school health policies and procedures.



Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 <p>Competitive salaries</p>	 <p>Pension scheme options – TPS or our Defined Contribution Scheme</p>	 <p>Income Protection Insurance</p>	 <p>Death in Service Insurance</p>
 <p>Complimentary lunches</p>	 <p>Use of school gym and swimming pool</p>	 <p>Optional subsidised private health care</p>	 <p>Fee remission for children of staff members</p>
 <p>Friendly and welcoming common room, which organises regular social events</p>			<p>Location</p>  <p>Right next to Epping Forest which creates a peaceful and countryside feel whilst being so close to London and transport links.</p>
 <p>Outstanding support for ECTs</p>	 <p>Generous holiday allowance</p>	 <p>Cycle to work scheme</p>	<p>Travel Options by Bus: 179 397 657 20</p>

At Bancroft's, we believe that diverse teams are stronger teams and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging. To enable us to make reasonable adjustments, please let us know of any physical or learning differences (including neurodivergence) when you submit your application.

In their *own words...*



Alice Grimwood

Teacher of Biology
and Junior Housemistress

Joined in 2012

“I love that I can teach much more than just Biology! My other loves have also found a home and I’m often up mountains either skiing or on gold Duke of Edinburgh.”

Laura Mason

Second in Charge of English
and Head of Year (Sixth Form)

Joined in 2023



“Moving from a city 200 miles away for a relocation, I knew I had to find the right school where I would be happy as I settled into London life.”



Ananthi
Amirthananthar

Teacher of Chemistry

Joined in 2023

“Teaching here is progressive, collaborative, and forward-thinking, allowing me to hone my skills while being part of something exciting.”

Nathan Bugg

Design and Technology Teacher

Joined in 2024



“I was at Bancroft's for my second PGCE placement. This was a very positive experience; I found all the staff to be open and supportive and students were engaged and keen to be challenged in their learning.”



Hannah Nadasan-Mead

Teacher of Religious
Studies and Junior
Housemistress

Joined in 2016

“I feel valued at Bancroft's, and I appreciate that there does not seem to be a strong sense of hierarchy, rather the pursuit of shared goals across the staff and student body.”

Tara Bird

Prep Class Teacher and
Head of PSHEE and RS

Joined in 2023



“Bancroft's Prep has a culture of acceptance and kindness. Everyone, children and staff, are considered and valued. I feel like that is what sets Bancroft's apart from other schools.”



John Raw
Teacher of Biology
Joined in 2012

“I love the fantastic classroom environment - students and teachers alike have a genuine love for learning and this is reflected in the level of focus in lessons as well as the great discussions that occur both in and out of the classroom.”



Daniel Siggins
Director of IT
Joined in 2011

“Bancroft's is a truly special place. The culture here is one of attentive professionalism, thoughtfully prioritising the needs of everyone in the community, while also finding joy in everything we do, even in the face of adversity.”

In their *own words...*



Rachael Doogan
Head of Academic Drama
and Activities Co-Ordinator
Joined in 2022

“The culture is supportive, with strong foundations of listening and kindness. Teachers also have a lot of autonomy in the classroom which I haven't seen at other schools.”



Diana Kondrasina
Catering Team
Joined in 2022

“At Bancroft's, we're each a piece of a shared puzzle that fits together with care. Watching our pupils grow is a daily privilege.”



Alistair Whibley
Teacher of History, Head of Year,
and CPD Co-ordinator
Joined in 2021

“It is hard not to feel a sense of pride in being part of the Bancroft's community on a regular basis - watching performances, celebrating success, and witnessing acts of kindness.”



Amanda Clark
Prep School Administration
Assistant and Lead First Aider
Joined in 2009

“The children are at the heart of everything I love about my role. Their curiosity, energy, and creativity bring so much life to the school. Each day is different, and their excitement for learning is infectious.”



Talk
Education

“Bancroft's pupils are an aspirational, hard-working bunch, with plenty aiming for and winning places at top universities including Oxbridge, UCL, LSE, Imperial College London, Durham, Bristol and Edinburgh.”



**The Good
Schools Guide**

“A contemporary, forward-looking school, with traditions but without entitlement. Academic excellence a given, it is the opportunities offered outside the classroom which ultimately set Bancroftians up for life.”

And the *award* goes to...

Winner of the
Alice Rose
**Award for Innovation
in Education**



recognising schools where children feel nurtured, supported, and free to grow.

Winner of the
**Pastoral
Care Champion
Award 2025**



celebrating excellence in
wellbeing and pastoral support.

Finalist for
**London
Independent School
of the Year 2025**



one of only six schools
shortlisted across the capital.

How to Apply



To apply for this position through *My New Term*, please submit a completed application form by following the link on our Vacancies Page.

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment.

Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.



Scan or click
to view our
vacancies page

