

Job Description

Job Title: Health Centre Clinical Lead

Reports to: Assistant Head: Safeguarding

Job context

Uppingham School is an independent co-educational boarding and day school for 11 to 18-year-olds, located in the beautiful market town of Uppingham in Rutland.

Uppingham School employs around 600 full-time and part-time staff in both teaching and support roles.

The School offers a vibrant, supportive and stimulating environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from finance, marketing and IT to buildings maintenance, catering and healthcare. Our 800 pupils are accommodated in 16 houses, taught by 24 academic departments. They participate in a multitude of extra-curricular activities throughout the year, from sports and music to drama and expeditions. In term-time the School operates seven days a week.

Uppingham is a vibrant, stimulating, energetic and forward-looking school. Our community is made up of talented people offering a diverse range of experiences. We welcome applications from candidates who are both experienced and new to working within the independent education sector.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

The Health Centre Clinical Lead is responsible for the strategic leadership, clinical governance and day-to-day management of the School's Health Centre, ensuring the delivery of a safe, effective and pupil centred healthcare service across the boarding and day school community.

Working collaboratively with senior leaders, pastoral and safeguarding teams, House staff, parents and external healthcare providers, the post holder will ensure that pupils' physical health, emotional wellbeing and medical needs are met through high quality clinical practice, robust systems and a strong safeguarding culture.

The role provides professional leadership to the Nursing Team and House Matrons, promoting high standards of care, sound clinical judgement, continuous professional development and compliance with all relevant statutory and regulatory frameworks. Through strategic planning, service development and effective resource management, the Health Centre Clinical Lead will ensure that healthcare provision remains responsive to the evolving needs of pupils and aligned with the School's wider pastoral and educational priorities.

Responsibilities

- Take charge of both the strategic direction and daily operations of the Health Centre, guaranteeing the delivery of a safe, efficient and adaptable service that addresses the requirements of pupils throughout the School.
- Collaborate closely with the School's pastoral and safeguarding team, House staff, parents, and external medical providers, fostering a unified approach focused on the needs of each child.
- Guide, nurture and assist the Deputy Clinical Lead, the Nursing Team and House Matrons in all medical responsibilities, ensuring the adoption of rigorous standards, robust clinical judgement and ongoing professional development.
- Assume accountability for clinical governance and regulatory compliance within the Health Centre, covering the management of policies, procedures, records and audits in accordance with relevant guidelines.
- The following specific duties and responsibilities provide additional detail and will be undertaken in conjunction with the Deputy Clinical Lead and the wider Health Centre team.
- Escalating safeguarding concerns to the Assistant Head: Safeguarding

Leadership

- Oversee and guide the Health Centre team, ensuring daily operations run smoothly and to a high standard.
- Maintain consistent, safe and compliant healthcare provision for all pupils.
- Work closely with the Deputy Clinical Lead to ensure all areas of clinical governance and compliance are safe and effective.
- Work closely with House Matrons and House staff to encourage a collaborative approach to pupil wellbeing.
- Work closely with the GP from Uppingham surgery to ensure appointments are arranged and prompt action of GP guidance is carried out.
- Communicate proactively with medical professionals and colleagues to support effective care and decision-making.
- Address challenges promptly, focusing on practical solutions and continuous improvement.
- Promote health awareness and education within the School community.
- Participate in key meetings and actively support School initiatives, including Neurodiversity and Equality, Diversity and Inclusion programmes.
- Demonstrate an understanding of Critical Incident Management and contribute as required.
- Oversee recruitment activities for the Health Centre, supporting staff selection and onboarding.
- Prepare and present clear reports for internal meetings, and Governors or Trustees as necessary.

Compliance

- Maintain and update Health Centre clinical governance documentation (policies, standards and SOPs) for approval by the line manager and Senior Leadership Team.
- Implement and monitor procedures for medication administration across the School, ensuring compliance with relevant guidance.
- Undertake and oversee regular audits of medication administration and medical provision within Houses, including controlled drugs, individual records and stock levels, ensuring actions and learning are implemented.
- Maintain accurate, confidential and contemporaneous clinical records in line with School policy, using approved systems, and compile statistical information for internal and external reporting as required.
- Promote and monitor adherence to safeguarding, accident/incident reporting and health and safety requirements within the Health Centre and Houses.
- Maintain up-to-date professional development and ensure professional registration and revalidation requirements (where applicable) are met.
- Maintain oversight of mandatory and core clinical training for the Nursing Team, ensuring completion and appropriate recordkeeping.
- Ensure compliance with the National Minimum Boarding Standards and the Independent School Standards Regulations relating to healthcare.
- Align service development objectives with best practice guidance from relevant professional bodies, including nursing and boarding school organisations.
- Ensure all young people who have an allergy which requires active management have an up-to-date Individual Health Care Plan.

Health Centre Management

Staffing

- Oversee the recruitment process for Health Centre positions, taking responsibility for selecting and interviewing clinical staff members.
- Organise, publish and administer the rotas for the Nursing Team and Health Centre administrative personnel, ensuring consistent and appropriate staffing at all times.

Staff Training and Development

- Promote confidence within the Health Centre team in implementing School protocols and utilising the correct reporting channels as part of their daily responsibilities.

- Create and deliver comprehensive induction programmes for new staff, ensuring the maintenance of consistent and safe working standards from the outset.
- Oversee the delivery of medical training for House teams, with a particular focus on the safe administration of medication and adherence to established best practices.
- Establish clear, role-specific competencies for each Nurse, and agree on individual development goals through regular supervision, appraisals and targeted learning opportunities.
- Coordinate supervision, appraisal and professional development planning to align with School performance frameworks and, where relevant, professional registration standards.

Service Enhancement

- Assess and refine operational practices to ensure the service remains adaptable, secure, compliant and economically efficient.
- Identify, prioritise and implement improvements to the service in collaboration with the Senior Leadership Team and relevant parties.
- Apply evidence-based approaches to the planning, delivery and assessment of nursing care and health outcomes.

Financial and Facilities Management

- Oversee the Health Centre's finances by managing the budget, tracking spending and supporting sound financial decision-making.
- Collaborate with the Estates and Domestic teams to ensure the Health Centre is well-maintained, hygienic and continually enhanced for optimal operation.

Clinical Responsibilities

Pupil Health Management

- Advise the Admissions team regarding the medical information required for incoming pupils.
- Supervise the medical registration and health assessments of new pupils, guaranteeing that health needs are accurately documented and shared with House teams when necessary.
- Organise training for staff who support pupils with medical requirements, such as allergies or urgent conditions, ensuring alignment with the School's care plans and protocols.
- Collaborate with Catering and allergen management groups to uphold rigorous allergen control measures throughout the School.
- Administer immunisation programmes or arrange for external providers to deliver them as needed.
- Work with health and safety and sports staff to implement concussion management and phased return to play procedures.
- Maintain effective systems for disseminating essential medical information to House staff, teaching staff, and those responsible for activities, trips and fixtures, in accordance with safeguarding and confidentiality standards.
- Ensure that clinical decisions are made appropriately and in consultation with relevant staff and parents when required.
- Support safe and effective management of pupils with long-term conditions, allergies or complex needs.

Clinical Provision

- Uphold exemplary standards in clinical care and maintain professionalism at all times.
- Oversee the efficient running of GP surgeries and other clinics operated by, or arranged through, the Health Centre.
- Initiate and manage nurse-led clinics where suitable, ensuring pupils receive prompt access to healthcare services.
- Direct and assess the Link Nurse initiative, guaranteeing effective support is provided to House staff, pupils and parents.

Service Development

- Facilitate team meetings, review significant events, and undertake strategic planning to foster ongoing learning and improve service standards.

- Serve as, or designate, a Practice Educator to encourage professional growth within the Nursing Team.
- Expand the capacity for safe, onsite evaluation and management of minor injuries.
- Bolster arrangements for recuperative care, isolation, and bed rest.
- Embed a comprehensive School-wide approach by nurturing robust relationships with Houses and actively engaging through the Link Nurse programme.
- Introduce new initiatives to address the changing requirements of pupils and the School community.

Safety and Infection Control

- Guarantee the secure storage, proper handling, and appropriate disposal of medical materials and clinical waste.
- Supervise infection prevention and control protocols, ensuring compliance with School policies and contractual obligations.
- Encourage and assess observance of infection control best practices throughout the Health Centre and within Houses.

Matrons

- Foster open and effective communication with Matrons, assisting them in fulfilling both their pastoral and medical duties.
- Take responsibility for delivering the medical aspects of Matrons' induction and ongoing training, working closely with pastoral leaders.
- Offer continuous advice and instruction on essential medical subjects, such as accurate record keeping, asthma care, use of adrenaline auto-injectors, and first aid priorities.
- Make certain that Matrons are competent and confident in safely administering and documenting medication, adhering to the School's established procedures.
- Keep thorough records of all training provided, promptly following up with any staff who miss mandatory sessions and coordinating with their line managers when necessary.
- Collaborate with House teams to provide medical assistance for pupils and Houses when required.

Health Education and promotion

- Work closely with the Pastoral Leadership Team to organise health promotion initiatives and ensure pupils have access to relevant support and information.
- Design and provide training sessions for various staff teams, fostering a unified approach and consistency in health-related practices.
- Participate in reviews of significant incidents, taking the lead on post-incident learning and facilitating debriefing sessions as necessary.
- Create opportunities for whole school public health promotion at certain school events

Other Responsibilities

- Carry out further tasks as directed by the line manager, in line with the role.
- Take part in appraisal and performance review processes.
- Support the wider school community through active involvement.
- Follow safeguarding policies and statutory guidance, including Keeping Children Safe in Education.
- Assist with Prevent duties and uphold commitments to Equality, Diversity and Inclusion.
- Comply with all health and safety guidelines and procedures.

Key relationships

- Headmaster
- Senior Deputy Head
- Assistant Head: Pastoral
- Assistant Head: Safeguarding
- Head of Learning Support

- Housemasters/Housemistresses
- Deputy Clinical Lead
- Woodfield (Medical centre) team
- Matrons
- Tutors
- Parents
- Pupils

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

Essential and Desirable Criteria

	Essential	Desirable
Qualifications, Education, Training		
Recognised professional healthcare qualification (e.g. Registered Nurse with a valid NMC PIN) enabling effective clinical leadership	✓	
Registered Nurse Degree, Child Branch		✓
Specialist Community Public Health Nursing (SCPHN) – School Nursing qualification		✓
Non-Medical Prescribing qualification		✓
Thorough knowledge of professional nursing standards and evidence-based best practice		✓
Awareness of key adolescent health issues, including mental and sexual health	✓	
Prescribing qualification		✓
Understanding of healthcare administration, compliance, and recordkeeping standards (e.g., medication management, infection control, incident reporting).	✓	
Practice Educator qualification		✓
Safeguarding and Regulatory Compliance		
Strong understanding of safeguarding and child protection responsibilities, with the ability to apply statutory guidance and school policies	✓	
Significant experience working with children or young people in residential, educational or healthcare settings	✓	
Ability to deliver services in line with regulatory, inspection and compliance requirements	✓	
Knowledge of the National Minimum Standards for Boarding Schools and Independent School Standards Regulations		✓
Leadership and Management Skills		
Experience leading and managing a team, promoting a calm, supportive and professional working culture	✓	
Experience of rota planning, staff supervision, appraisal and performance management	✓	
Strong organisational and operational management skills	✓	
High levels of professional integrity, reliability and sound judgement	✓	
Ability to think strategically and understand organisational structures and professional boundaries	✓	

Experience working within a school or boarding environment		✓
Experience managing or contributing to budgets		✓
Experience contributing to service development, quality improvement or change management		✓
Experience delivering health education or staff training sessions		✓
Commitment to maintaining professional registration and ongoing CPD	✓	
Willingness to contribute to the training and development of nursing staff, Matrons and House teams	✓	
Communication and Interpersonal Skills		
Excellent communication and interpersonal skills, with the ability to build trust with pupils, parents, colleagues and external professionals	✓	
Ability to work collaboratively with senior leaders, pastoral teams, boarding staff and external healthcare providers	✓	
Compassionate, approachable and professional manner, with the maturity to support pupils with physical or emotional health concerns	✓	
Flexibility and willingness to respond to the demands of a busy boarding school environment	✓	
Administrative and Technical Skills		
Strong administrative skills, including accurate record keeping, incident reporting and oversight of clinical documentation	✓	
Confidence using digital health management systems, databases and reporting tools	✓	
Ability to manage stock control, equipment checks and ordering of medical supplies	✓	
Experience using iSAMS and Evolve systems		✓
Operational Readiness		
Ability to remain calm under pressure and prioritise effectively in situations involving illness, injury or safeguarding concerns	✓	
Sound decision-making skills, including knowing when to escalate to clinical colleagues, emergency services or senior leaders	✓	
Commitment to promoting high standards of pupil welfare, healthy living and wellbeing initiatives	✓	
Ability to use initiative appropriately and responsibly	✓	
Clinical Skills		
Confident in injury and illness assessment	✓	
Confident in biometric measurement e.g. weight, height, blood pressure, temperature and oxygen saturations	✓	
Confident in urinalysis	✓	
Able to complete spirometry		✓
Confident in venepuncture		✓

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to

and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.

Closing date: Wednesday, 26 August

We reserve the right to close this vacancy early once we have received an adequate number of applications. We therefore encourage early submissions.

Please note applications will be considered as they are received and interview may be held before the 26 August.