

## **School Nurse (Bank) Casual Contract - Term Time only School's Medical Centre**

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

We are seeking to appoint a highly motivated and enthusiastic Registered Nurse with excellent communication skills to join the Medical Team as a School Nurse (Bank). The Medical Centre is managed by the Senior School Nurse and the team comprises of School Nurses, Bank Nurses, and a dedicated Medical Administrator. The Medical Centre is supported with its G.P and Sports Clinics by Meliora Medical Group who run clinics at the Medical Centre weekly, they also support the Sports department on a Saturday at School matches. School Nurses have responsibility for the health and welfare of pupils with emphasis on the School Boarding Community. The Medical Centre is integral to the School Community and the School Nurses are expected to proactively manage effective health promotion within the community by communicating with pupils, pastoral and academic staff.

The successful applicant will be required to work on a casual basis to cover staff absences and provide additional cover. You will be required to work a variety of shifts covering from Monday to Saturday throughout the Academic Year.

The Medical Centre is situated in a separate, dedicated building close to the Main School Buildings. The Medical Centre has consulting and treatment rooms as well as the facility for sick pupils to rest under supervision when required. The Medical Centre is open Monday-Friday 8.00am to 5.30pm and 9.00am to 5.30pm on Saturday.

### **OUTLINE OF POST:**

To assist in the Medical Centre efficiently and professionally in the absence of permanent members of staff. This position reports to the Senior School Nurse.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **First Aid**

- Deliver First Aid/Emergency Care for all day pupils, boarders, staff, and visitors, if necessary, coordinating the transfer of any casualties to the A&E Department
- Treat minor injuries/illness so that pupils/staff can safely return to class
- Maintain accident/incident report forms and implement the reporting format as applicable.  
Note: any urgent immediate RIDDOR issues are referred to appropriate personnel.

## Clinical

- Undertake general treatment room duties, including First Aid and treatment of everyday accidents and sports injuries
- Promote the wellbeing, physical and mental health of all pupils to enable them to achieve their educational potential
- Assess and manage any medical complaints which staff/pupils present with
- Encourage pupils to take responsibility for their own health and well-being
- Minimise the consequences of illness and disability in pupils on their education
- As part of the Medical Team, assist in the preparation and management of Individual Health Plans for pupils with chronic conditions e.g. diabetes, epilepsy, asthma, and anaphylaxis to enable pupils to participate fully in school life
- Carry out Medicals (boarding pupils only), record height and weight, blood pressure, interpret and follow up on results as required e.g. refer abnormal findings as appropriate to the Senior School Nurse
- Maintain confidential pupil medical records.
- Contact parents/guardians for updates of current medical treatment/progress within the context of respecting pupils' confidentiality and acting within the NMC code of conduct.
- Provide health advice to pupils and to those with responsibilities for their education and wellbeing and mental health (maintain ongoing communication regarding pastoral issues between Medical Team and pastoral staff and counsellors and vice versa)
- Liaise/work with Senior School Nurse, Deputy Head, Pastoral Head, Teaching Staff, and parents regarding pupils' problems whilst maintaining confidentiality
- Reduce preventable causes of ill-health.
- Monitor the completeness of immunisation and advise on selective immunisation; as required, assist with the immunisation clinics undertaken by the Immunisation Team Croydon Health Services NHS Trust
- Identify social care needs, including the need for protection from abuse, and record concerns and report to Senior School Nurse or in her absence, Assistant Head, Pastoral and Boarding
- Identify possible special educational needs in those with known medical problems and liaise with Senior School Nurse and Head of Year
- Ensure correct storage and administration of medicines to pupils/staff
- Maintain First Aid boxes throughout the school
- Propose/attend courses/seminars as required and as agreed with the Senior School Nurse to ensure that personal professional development requirements are met (Note: NMC registration to be maintained)
- Attend staff training and meetings as required.

## PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

## **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

## **PERSON SPECIFICATION:**

### **Essential**

- Current registration with Nursing Midwifery Council (NMC) and adherence to the NMC Code of Conduct
- RGN/RCN with at least two years post registration experience - ideally 6 months of which spent in A&E/Medical Centre/Walk in Clinic, Practice Nurse, or School Nurse
- Safeguarding Children Level 2/3
- Evidence of own professional, personal development and training undertaken to ensure safe professional practice
- Competent use of electronic systems for recording medical information e.g., Windows/Word/Excel/TEAMS and ISAMS is desirable, but additional training will be given.
- Excellent written/oral communication and interpersonal skills with the ability to show clear empathy and understanding of pupils' development and needs
- Ability to initiate and maintain communication with all parts of the School Community
- Patience with children whilst having a commitment to, and an understanding of, the concerns of young people from a variety of cultural and social backgrounds
- Be confident in dealing with a wide range of people and situations, including the ability to work independently providing advice and treatment for those with injuries and illness
- Must be approachable and have a balanced attitude to pupils and staff
- Ability to establish a good rapport with the pupils and their families
- Ability to manage time effectively
- Be proactive and with the ability to work independently and to work within a team
- Ability to adhere to confidentiality requirements and deal discreetly with matters as required
- Current driving licence

### **Desirable**

### **Qualifications and Training**

- Specialist Community Public Health Nursing (SCPHN)
- Current First Aid Certificate/Mental health first aid certificate

- Experience of having worked in an all-boys school in both Junior and Senior School environment
- EFAW Training
- MHFA Training

## **FURTHER INFORMATION**

All our casual staff benefit from:

- Onsite parking
- Lunch is available onsite during term time
- Uniform will be provided
- Work laptop will be provided

## **CONDITIONS OF SERVICE**

This position is offered as a term-time only casual contract.

The School Nurse (Bank) will work up to 5 days per week. The hours are 8.00am to 5.30pm with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the department's needs or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The hourly rate of pay will be **£30.62** gross per hour and paid monthly upon submission of an authorised timesheet. On-call payments will be made where on-call or out-of-hour duties are required.

## **APPLICATION INFORMATION**

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the School if you know that you are barred from regulated activity with children.***

***All roles within the School involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the School's safeguarding ethos.***

***The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.***

May 2026