



Bolder Academy
MacFarlane Lane,
Isleworth,
Middlesex TW7 5DB
Tel: 020 3963 0806

Email: vacancies@bolderacademy.co.uk

www.bolderacademy.co.uk

School Nurse/ Student Welfare Officer
MATERNITY COVER – required from June 2026
NJC Scale PO1 £41,133 - £43,680 - *pro rata*.
Actual starting salary to be negotiated dependent on experience
Term time only + 2 weeks
A Bolder Future Awaits – Application Pack

Thank you for considering Bolder Academy for the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

We are looking for a caring, organized and professional School Nurse/Welfare Officer to contribute to the excellent provision of health care given to pupils and first aid care to all members of the school community. This includes assessing and treating minor injuries and illnesses, providing emotional support and promoting the wellbeing of the whole school. The role will involve working with students aged 11 – 18 years. The successful candidate will be responsible for the smooth running of the school's existing first aid provision and the organization of the busy medical room.

Our ideal candidate will be a registered professional but we encourage and welcome applications from individuals who are fully first aid trained, hold a current qualification and have experience of working with children and/or young adults in an educational setting.

Bolder Academy is a mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way. Bolder Academy offers our students and our staff to shine brighter, to be bolder. I look forward to meeting with you,

A handwritten signature in black ink that reads 'A. DeAngelis'.

Andy DeAngelis,
Headteacher

The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

If appointed, you will play a huge part in shaping and developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Our commitment to you:

Pay: Bolder's pay scales benefit from the Outer London uplift.

Career Progression: We are ambitious not only for our students but for our staff. Joining the Academy in its early stages, will provide you with all the experience and skills for you to make your next career move. You will make an impact, you will make a difference, you will contribute to the creation of Bolder Academy.

Professional development, coaching and mentoring: Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you.

Wellbeing: We provide staff with an employee assistance programme with the recognised charity Education Support, providing free and confidential support 24 hour/365 days a year. Bolder also offers free annual flu jabs, a wellbeing day for staff, a 'Cycle to Work' scheme, Occupational Health, and use of our modern and well equipped fitness suite.

Working environment: We are housed in a state of the art building, providing the perfect environment for all to learn, teach and succeed.

An easy commute: We are just a 5 minute walk from Syon Lane mainline station, or 10 minutes from Osterley Tube station on the Piccadilly Line. Buses 28 and H91 stop close by and buses 267, 237 and 235 are a within a short walk.

How to apply:

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our school website www.bolderacademy.co.uk

To apply, please click 'Apply' on the website: www.bolderacademy.co.uk/vacancies

Alternatively, complete the support staff application form which can be found here and email it to: vacancies@bolderacademy.co.uk



[Virtual Tour](#)



[Meet the Team](#)



[Vacancies](#)

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to safeguarding undertake online training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.

Bolder is an Equal Opportunities Employer.

Timeframe for Recruitment

<p>Closing date for applications</p>	<p>We will shortlist and interview as we receive applications – so please send them in before the deadline of <u>12pm noon on Mon 13th April 2026</u></p> <p>Interviews will be held according to application and we will interview/appoint early if we receive a strong application.</p> <p>Please note that we do not accept CVs and agencies need not apply</p> <p>We do not offer sponsorship to overseas applicants so you must already have the right to work in the UK</p>
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Person Specification: Student Welfare Officer

		Essential	Desirable	Evidence
Qualifications and experience				
1	Registered nurse		Y	A
2	First Aid trained	Y		A
3	Qualified to work in the UK.	Y		A
4	Knowledge of first aid procedures and management of medical conditions in a school or similar setting	Y		A, I
5	Good knowledge of mental health issues and support programmes		Y	A, I
6	Knowledge of medical confidentiality	Y		I
7	Awareness of current public health services and legislation		Y	I
8	A willingness to train as a Designated Safeguarding Lead		Y	A, I
9	Experience working with children		Y	A, I
Vision and strategy				
10	Vision aligned with the Bolder's ambitions to be an outstanding school which has high aspirations and high expectations of self and others.	Y		A, I, R
11	To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people and their families	Y		A, I, R
Behaviours, Skills and Abilities				
12	Willingness to 'roll sleeves up' and 'get stuck in'.	Y		I, R
13	Good interpersonal, written and oral communication skills	Y		I, R
14	A calm, warm and kind manner with a sense of humour	Y		I, R
15	Motivated, reliable, self-confident, ability to work independently.	Y		A, I, R
16	Ability to work under pressure.	Y		A, I, R
17	Strong time management and organisational skills.	Y		A, I, R
18	High levels of integrity and honesty.	Y		I, R
19	Able to maintain effective relationships and communications with external partners, parents and other stakeholders	Y		I, R
20	Speaks English fluently	Y		I
Others				
21	This post is subject to an enhanced DBS.	Y		A, I, R
22	The post holder must be committed to safeguarding the welfare of children.	Y		A, I, R
23	Full, clean driving licence		Y	I

Key to Evidence: A = Application

I = Interview

R = References

Job Description: Student Welfare Officer

Grade / salary band:	NJC Scale PO1
Line manager:	HR Manager
Posts directly supervised:	Not applicable
Main purpose of role	
<ul style="list-style-type: none"> To deliver and respond to the health agenda of the school, working alongside the Headteacher, pastoral team and parents to promote the health and wellbeing of the pupils. 	
Main accountabilities	
<ul style="list-style-type: none"> To oversee the physical and social health of students; to provide students with basic First Aid throughout the school day; to support students with specific health conditions/ medical needs and oversee students that need to self-administer medication. To work with parents and teachers to create and enforce care plans; to work with external agencies where necessary 	
Core accountabilities	
<ul style="list-style-type: none"> Ensuring that students and staff are seen promptly and any further treatment is identified. Administering first aid and care of students referred by staff, or self-referred, until they are able to return to lessons or are passed into the care of a parent/carer, hospital etc and accurately logging all visits to first aid. To be responsible for reviewing medical healthcare plans provided to the school for students with more complex health needs, and following these/ sharing appropriately. Meeting with staff leading school trips to provide advice and information on specific students medical needs and medication. Providing Trip leaders with appropriate number of first aid kits with them and maintain log. Ensuring Trips First Aid Packs and Classroom First Aid kits are restocked as necessary. 	
Communication and record keeping:	
<ul style="list-style-type: none"> Making contact with parents, carers and outside agencies as appropriate, ensuring that thorough records are kept of the conversations and any action taken. Liaise with the relevant staff on issues which arise through the care of students in the Medical Room Attend weekly staff briefing every Monday and other relevant staff meetings as directed. Completion of accident reports and risk assessments as required. Updating medical records on the school database and liaising with parents as necessary if further information is needed. Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon. Liaising with the local GP on medical matters and in order to keep protocols up to date. Ensuring that while medical and personal confidentiality is respected the school observes a "joined up" approach in the care of the students. 	

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: