

JOB DESCRIPTION

Lead Nurse – Maternity Cover



HARROW
SCHOOL

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| DEPARTMENT | Medical Centre |
| REPORTS TO | Director of Pastoral Care |
| RESPONSIBLE FOR | School Clinicians |
| WORKING PATTERN | Average of 30 hours per week worked over 39 weeks a year (term time plus six additional weeks) Monday, Tuesday, Wednesday between 07:30 and 15:30 and Friday 07:30-13:00. |
| ISSUE/REVISION DATE | December 2025 |

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Harrow's Medical Centre provides a comprehensive health care service for the boys and employees of the School - both teaching and non-teaching staff. The level of involvement with the latter is largely on an emergency basis only.

The Medical Centre management team comprises the Lead Nurse, Practice Manager, and School Doctor. The Lead Nurse and Practice Manager each report to the Director of Pastoral Care and will meet regularly to discuss matters arising and longer-term plans. The Lead Nurse's annual appraisal will be with the Director of Pastoral Care and the School Doctor. The School Doctor supports all staff at the Medical Centre both operationally, clinically and educationally.

In addition to the Lead Nurse, the nursing team comprises five other clinicians (4 full-time and 1 part-time), who work term time only plus 3 weeks during holiday periods. The Lead Nurse will work closely with the Practice Manager, who line manages a Receptionist/Medical Secretary and a small team of domestic staff.

The Medical Centre is equipped to allow nursing and paramedic staff to practice in an extended role. Clinicians run 'see and treat' clinics to assess and manage injury and illness as well as managing long term conditions and organising seasonal and childhood immunisation programmes. All clinicians play an active role in health promotion during consultations and through the PSHE programme. Clinicians also attend accidents and emergencies involving pupils outside of the medical centre, within the School grounds. Furthermore, at the start of each academic year the medical centre runs thorough medical examinations of all new boys. This is organised and run by the medical centre management team and comprises both Doctor and nurse appointments.

There is a Doctor's clinic every morning during the week and for sports afternoons on Saturdays. If necessary, pupils can also be seen out of hours in our local GP's, urgent care centre locations or at A&E in Northwick Park Hospital.

Physiotherapy clinics are offered by a local provider at the Medical Centre twice a week.

A consultant in child and adolescent psychiatry attends each week to provide consultation and liaison to the centre staff on the emotional and psychological aspects of the boys' care, as well as providing a direct service to the boys and their families. The Medical Centre is also supported by the School Psychologist and School Counsellor.

The Medical Centre runs a full team meeting every half-term that encompasses clinical governance, education, a review of the last half of term and to plan for the coming half term. The Lead Nurse takes a pivotal role in planning and supporting this meeting.

THE ROLE

The Lead Nurse will ensure that the Medical Centre delivers high quality and comprehensive health care services to the School and responds appropriately to medical queries or situations as they arise. Alongside the Practice Manager, the Lead Nurse will oversee the smooth management of the Medical Centre through efficient administration and effective communication with relevant stakeholders. The Lead Nurse will lead, manage and motivate members of the clinical team, whilst promoting a caring, confidential and inclusive approach across the community.

ROLE-SPECIFIC BENEFITS

This is a list of benefits that apply to the role. For the full list of benefits that apply to all non-teaching staff, visit the School website: <https://www.harrowschool.org.uk/contact/work-at-harrow> and select the 'Employee Benefits' link on the left hand side.

Uniform

A uniform is provided.

NHS benefits

The Clinicians here are working with an NHS surgery and therefore can still get the following:

- NHS discounts
- Blue Light Discounts
- Free Training
- Cost covered of revalidation

Variety and support

A variety of work is involved at the Medical Centre, such as visiting the Sports pitches for sport cover or running your own immunisation clinic. Clinicians are fully supported by a practice manager, administrator, sports doctor, GP and Lead Nurse.

Training

In addition to the mandatory training, we offer:

- Regular workshops held by the Doctors and have clinical support through regular team meetings
- Six weeks of paid time for you to undertake training.

Shifts

The Medical Centre is a 24 hour service and the lead nurse will be in charge of fairly allocating shifts. We always ask for preferences before every rota is finalised and try to accommodate these to support clinicians' personal commitments.

Flexibility outside of term time

The vacancy is for term time only plus 6 weeks of training. This means that if you wish, you have the opportunity to take bank work or further training in your spare time.

KEY RESPONSIBILITIES AND DUTIES

Overview

The Director of Pastoral Care, who is a member of the School's Senior Management Team, is responsible for the Medical Centre. The Lead Nurse, Practice Manager and School Doctor are together responsible for its day-to-day management. Whilst overarching responsibility will rest with the Lead Nurse, the post-holder's primary focus will be on clinical matters and outreach. The Practice Manager will oversee administration to ensure an efficient service and to assist in promoting strong lines of communication across the School.

The Lead Nurse will liaise closely with the School Doctor on clinical matters and will be responsible for monitoring health care across the School, in particular the assessment of in-patient care of boys admitted to the Medical Centre.

The job description reflects the core activities of the role, but will be subject to change as the role develops. The School expects the post-holder to recognise this and adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required.

Organisation

- Ensure the Medical Centre runs smoothly and provides a high quality health care service to the boys and the wider School community.
- Manage the Medical Centre according to the aims and objectives agreed with the School.
- Oversee the system of appointments, clinics and surgeries to ensure an efficient service.
- Supported by the Practice Manager, organise the nursing rota, monitoring effectiveness and adequacy of cover.
- In collaboration with the Practice Manager, plan and coordinate School-wide activities (e.g. immunizations, flu vaccinations, new boys' medicals, asthma clinics)
- Help arrange, attend and chair if necessary Medical Centre team meetings and other relevant meetings, as required.
- Organise and provide medical provision throughout the School for sporting days and events.

Staff management

- Line manage the Medical Centre clinicians.
- Ensure the recruitment and retention of best personnel (clinicians and/or support staff), working alongside the Practice Manager, HR and members of the Senior Management Team.
- Promote good working relations and morale amongst staff.
- Review job descriptions, link roles and appraise staff on regular basis.
- Deliver induction to new staff.
- Liaise with Practice Manager and HR regarding disciplinary issues, welfare concerns or grievances.
- Investigate complaints as required.
- Promote, plan and facilitate continuing professional development within the Medical Centre, ensuring that the team is highly motivated and multi-skilled and provide excellent health and wellbeing to the pupils.
- Maintain an appropriate level of training in all areas of practice. PREP (Post Registration Education Practice) is a legal requirement in order to retain effective registration and hold a current NMC pin, HCPC registration.

Policies and protocols

- Establish, implement and review medical and health policies and protocols (in conjunction with the School Doctor, Practice Manager and/or Director of Pastoral Care), taking account of legislative requirements (e.g. Health & Safety at Work Act, National Care Standards).
- Ensure full compliance with the School's safeguarding and child protection policies and current statutory safeguarding legislation and guidance.

Medical Records

- In collaboration with the Practice Manager, ensure medical records are kept accurately and safely, both in hard copy and/or electronically (via EMIS or iSAMS).
- In collaboration with the Practice Manager, ensure all personal data is processed in line with the Data Protection Act 1998 and, from May 2018, General Data Protection Regulation (GDPR).
- Coordinate the creation, review and sharing of boys' Health Care Plans in an appropriate, timely fashion.
- Review medical-related documentation sent to parents of new boys and, working alongside the Practice Manager, process the returns before the start of each academic year.

Houses

- In collaboration with the Practice Manager, ensure House teams (House Master, Assistant House Master and Matron) are updated on admission and discharge of boys from the Medical Centre.

- Maintain effective lines of communication about all other medical matters regarding boys, including off-games status and review schedule, and referrals by the School Doctor to dental or other consultations.
- Communicate directly with boys' parents on medical matters as necessary.
- Monitor, encourage and support the role of clinicians in health promotion throughout the School.
- Carry out regular checks of Boarding house surgeries.
- Contribute to Matrons' appraisals.
- Liaise with Senior House Master regarding interface with Houses.

Communication

- Establish and maintain strong lines of communication across the whole School.
- Liaise with members of SMT, principally the Director of Pastoral Care, on pastoral matters and operational issues.
- Liaise with the Deputy Head Master regarding drugs-testing procedures.
- Attend meetings of the Pastoral Advisory Committee twice per term.
- Liaise with Visiting Psychiatrist and School Psychologist on matters of mental health.
- Liaise with Director of Sport and the School Doctor regarding first aid and medical cover for the School's sports programme, the rehabilitation schedule and the off-games list.
- Attend the Head Master's briefing in the Old Harrovian Room during break on Monday morning.
- Liaise with local providers regarding physiotherapy clinics, travel vaccinations and pharmaceutical matters.
- Liaise with external agencies (e.g. Children's Services) as necessary.

Health Education

- Keep up to date with current health promotion initiatives.
- Promote health education throughout the School.
- Provide confidential health-related counselling and advice as required.
- Liaise with Lead Chaplain and Head of PSHE Education to dovetail with the School's PSHE education programme.
- Contribute to delivery of first aid training to boys and staff.

Preventative health care

- Take effective preventative health measures including monitoring, following specific directives and good practice in respect of immunisation procedures.
- Ensure that directives and advice are adhered to.
- Ensure, in conjunction with the Practice Manager and School Doctor, that procedures for infectious diseases control and safe disposal of clinical waste are carried out meticulously in accordance with regulatory requirements.
- Run regular briefings on a range of medical and health topics for boys and staff.

Health and safety

- Ensure compliance with legislation regarding health and safety, hygiene and fire safety.
- Maintain stock of First Aid kits.
- Ensure accidents and 'near misses' are reported, investigated and recorded.
- Oversee safe storage, usage and disposal of medical supplies and drugs.

Reporting

- Produce termly reports to the Director of Pastoral Care and Governors through the Compliance Committee.
- Prepare other reports and undertake research (e.g. for Public Health Authority or other external agencies) as required.

Budget

- In collaboration with the Practice Manager, ensure the Medical Centre operates within budgetary constraints, identifying shortfalls or overspend to HR and Accounts

Harrow School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times.

In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Harrow School. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details.

PERSON SPECIFICATION – Lead Nurse

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- NMC or HCPC registered with significant post-registration experience, including some recent management experience.
- Valid NMC/HCPC registration (PIN).
- Evidence of continued and recent CPD.
- Current first aid certificate or willingness to undertake and complete training.
- Up to date with mandatory clinical and operation training.
- Previous experience in either practice nursing or school nursing and health education and in at least two of the following areas: sports injuries, minor trauma, problems of adolescence, immunisation programmes, chronic disease management (e.g. asthma, eczema, diabetes, epilepsy, allergies).
- Child protection and safeguarding training (Level Three).

DESIRABLE

- BSc in nursing or paramedic science.
- Further qualifications in School Nursing, e.g. BSA School Nursing course, MSc in School Nursing, Public health
- Advance Nurse Practitioner qualification.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Excellent written and oral communication skills together with knowledge of information technology, ideally Microsoft Office (Word and Excel) and EMIS database.
- Ability to manage challenging and changing priorities.
- Proven leadership and team management experience.
- Ability to empathise and an understanding of boys' developmental needs, including an understanding of mental health issues.

SKILLS AND ABILITIES

ESSENTIAL

- Demonstrated ability to work on own initiative.
- The ability to make sound clinical decisions independently.
- A flexible approach to work and time management.
- PREP portfolio with demonstrated continuous personal development.

PERSONAL ATTRIBUTES

ESSENTIAL

- Professionally and personally resilient.
- Calm.
- Proactive.
- Flexible.
- Excellent interpersonal, management and motivational skills.
- High levels of personal/self-presentation.
- Committed to the safeguarding and welfare of young people.
- Invested in the process of quality improvement.

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions while setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities, where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome; we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We are role models for the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.