START JANUARY 2026

SCHOOL NURSE

mynewterm

Applications should be submitted no later than noon on Thursday 17 December 2026 through the MyNewTerm application portal.

ST ALBANS SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.



Joe Silvester
Headmaster

CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.













THE ROLE

The School Nurse, in consultation with the Head Nurse, is responsible for providing health care for students and first aid for students, staff and visitors. They are responsible for the assessment, treatment and where necessary, specialist referral of individuals with acute illness and injury as well as the care and support of students with long-term medical conditions.

The School Nurse is expected to work with exacting standards within The Nursing Midwifery Council Code and its professional standards of practice and behaviour for nurses. Prioritising people, practising effectively, preserving safety and at all times promoting professionalism and trust will be the cornerstones of clinical practice.

Departmental priorities and medical administrative workload will be led by the Head Nurse who has overall responsibility for the smooth and efficient running of the Medical department. All School Nurses are expected to work as part of a team to ensure the professional delivery of medical cover at all School sites, full medical/School regulatory compliance and the maintenance of full and accurate medical records, policies and procedures. The School Nurse is expected to work closely with the School Medical Officer, other School Nurse/s, with School staff and external health and social care agencies to promote collaborative best practice in the health of those within the School. The role may also include informal counselling in consultation with the appropriate Head of Section and Second Master, and when appropriate referral to the School Counsellor and other NHS approved support services. Liaison with pupils, parents, staff and external agencies will be a regular part of the job. Ideally the successful candidate will have their own car, as travel to other School sites is needed.

The responsibilities listed below are to be undertaken in conjunction with other School Nurses.

KEY DUTIES AND RESPONSIBILITIES

CLINICAL CARE

1. Recognise and respond to the healthcare needs of those who come into their care; assessing the extent of any illness or injury and referring as appropriate. Ensure that the Head Nurse, Tutors, Heads of Section, Second Master, School Nurses and parents, if appropriate, are kept informed of action taken. They will use effective clinical decision-making skills when managing complex and unpredictable situations, making timely decisions when acute emergency support is required from paramedic services. They may need to arrange the transportation and accompany patient(s) to hospital if required and appropriate. They will liaise with other School Nurses to ensure the Site is not left without medical cover.
2. Carry out comprehensive nursing assessments and treatment of students who would otherwise need to source less convenient medical care such sports injuries and minor illness or ailment. This would be advice on the symptomatic relief of viral illness, the treatment of skin conditions, burn/wound care, suture removal, injury strapping and foreign body removal. This will include providing advice to students on matters of adolescent health.
3. Prioritise effective communication with other School Nurses to keep the whole team briefed on medical issues and vulnerable students. Maintain and adhere to agreed processes and procedures for team communication and the exchange of information.
4. All nurses must practise in a holistic, non-judgmental, caring and sensitive manner that avoids assumptions, supports social inclusion; recognises and respects individual choice; and acknowledges diversity. Where necessary, they must appropriately challenge inequality, discrimination and exclusion from access to care.



5. In conjunction with the Head Nurse, keep all medical rooms on all School sites supplied with all necessary emergency equipment, treatment stock and medication. Maintain the stock and checking of all First Aid Kits and Critical Medicines Cabinets around the school sites and well as providing appropriate First Aid kits for school trips.
6. Provide teaching and support for Trip Leaders / First Aiders in the management of students' medical conditions in their care when off-site. This may involve liaison with specialist community clinicians.
7. Ensure the storage, administration and disposal of medication in line with the School Medicines Management Policy. Assist with the re-stock the medical rooms as and when required. Educate and support pupils on regular prescription medication to achieve maximum compliance.
8. The postholder will understand the laws relating to child and parental consent, including giving and refusing consent, withdrawal of treatment and legal capacity. They will work with the child, young person and others to ensure that they are actively involved in decision-making, in order to maintain their independence and take account of their ongoing intellectual, physical and emotional needs.

RECORD KEEPING

9. Maintain clear, accurate and confidential school medical records for pupils both in a Daily Medical Record and in students' electronic Medical Information Systems. In line with section ten of the NMC code, medical records will be required to be of the standard for audit and evaluation of the medical service by the Head Nurse, Second Master or external regulators.
10. Update records as parents supply changes ensuring the relevant communication of information to key staff for the safety of pupils in School.
11. Compile and disseminate relevant listings of student's special requirements, disabilities or illnesses.
12. Complete Accident Reports in line with the School Accident Reporting Procedure and where appropriate inform the School's Head of Health, Safety and Environment and relevant Bursarial staff. Manage cases on the Accident Tracker ensuring the follow up of students after incident / injury to ensure relevant medical care is given and where necessary referral made.
13. Complete risk assessment and safety briefing for students returning to school after injury or illness that require reasonable adjustments including supporting Head of Sections in the compilation of Personal Emergency Evacuation Plans (PEEPs).
14. Maintain the agreed system of preserving and destroying School Health records in line with School data retention and protection polices, and having regard to NMC, Department of Health and Social Care guidance and General Data Protection Regulations (GDPR).
15. Ensure full compliance to School policies and relevant NHS best practice guidelines.

SAFEGUARDING

16. It is the appointee's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact. They will ensure full compliance with NMC safeguarding procedures as well as having working knowledge of, and adherence to the School's Safeguarding policy at all times.
17. The school nurses are expected to work reflectively and be to alert to the symptoms and triggers of abuse and/or neglect or other safeguarding concerns. If in the course of carrying out the duties of this role the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must immediately report any concerns to the Head Nurse, Second Master/Headmaster and the Designated Safeguarding Lead. In addition, they are expected to notify the Head Nurse and Second Master of potentially serious incidents and conditions, e.g. substance abuse, eating disorders, acute severe mental health crises, high level wellbeing concerns and/or incidences of contact with notifiable diseases as soon as possible.

SAFE PROCESSES

18. In conjunction with other School Nurses ensure the smooth and efficient running of all medical rooms including maintaining efficient medical systems and processes.
19. Write, implement and keep up to date medical policies, procedures and protocols. To always ensure compliance with Safeguarding, Data Protection and Health & Safety at Work policies, procedures and legislation seeking the expertise of Heads of these departments where necessary.
20. Maintain an up-to-date working knowledge of all School sites. Working to the relevant site rota system as directed by the Head Nurse.
21. Prioritise effective communication with other School Nurses to keep all briefed on medical issues and vulnerable students. Maintain and adhere to agreed processes and procedures for team communication and the exchange of information.



22. In conjunction with the Head Nurse, assist in the smooth and efficient hosting of the NHS School Aged Immunisation Teams' delivery of the national vaccination programme. Supporting the NHS commissioners in encouraging maximum uptake of childhood vaccination.
23. With working knowledge of the Government document 'Supporting children with medical conditions and allergy' (2026) the School Nurses will support the induction of and care planning for students with medical needs such as those with asthma, life threatening allergies, diabetes, cardiac and seizure disorders and others in need.
24. Ensure appropriate clinical supervision and training so revalidation requirements are met as well as any other training relevant to the School setting.
25. Support games/sports fixtures in a medical capacity if requested (this may be at the main School site or at the Woollam Playing Fields site). In line with the NMC code, all nurses will only work within their competency.
26. Ensure judicious use of resources assisting the Head Nurse to meet medical expenditure within resource budget.
27. Other duties will be delegated as required by the Head Nurse or Second Master to ensure the smooth running of the Medical Department.

KNOWLEDGE AND UNDERSTANDING OF THE FOLLOWING DOCUMENTS AND THEIR APPLICATION IN SCHOOLS IS REQUIRED:

- NMC (2018) The code: professional standards of practice and behaviour for nurses, midwives and nursing associates.
- NMC (2023) Record Keeping The facts.
- Royal College of Nursing (2017) An RCN Toolkit for School Nurses.
- Royal College of Nursing (2020) Medicines Management.
- Royal Pharmaceutical Society, RCN (2023) Professional Guidance on the administration of medicines.
- UK GDPR and Data Protection Act (2018).

KNOWLEDGE/SKILLS/ABILITIES

- NMC Registered Nurse Qualification essential.
- Specialist Practitioner School Nurse qualification or relevant post-registration experience working with adolescents (children aged 11-18 years).
- Experience of Emergency Department / Urgent care advantageous.
- Specific experience or training in Sports injuries is an advantage.
- Good communication skills.
- Discreet with the ability to deal with sensitive and confidential information.
- Ability to work independently as and part of a small team.
- Flexible and professional approach.
- Strong administrative experience.
- Strong IT skills including Microsoft Office and database experience.

STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions, and the School will contribute double the employee contribution up to a maximum of 12%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.











EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.

FURTHER INFORMATION

This vacancy is for a School Nurse.

Under the direction of the Head Nurse, the School Nurse is responsible for providing health care for students and first aid for students, staff, and visitors. Responsibilities include the assessment, treatment and where necessary, specialist referral of individuals with acute illness and injury, the care and support of students with long-term medical conditions and medical administrative duties.

We are seeking an experienced NMC-registered nurse who is committed to delivering care in line with Royal College of Nursing best practice guidance and the Nursing and Midwifery Council Code. Applicants should hold a Specialist Practitioner School Nurse qualification or have relevant post-registration experience working with adolescents. Experience in an emergency department or urgent care environment would be advantageous.

The successful candidate will be a flexible and collaborative team player with strong communication, administrative and IT skills. Their own car would be ideal as travel between School sites will be required.

Weekly working hours are 22.5 per week to be worked over two or three days, during term time plus two weeks during school holidays. There is some flexibility with working hours which will be discussed at interview.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on Thursday 17 December 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

