



School Nurse
September 2026

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A message from the Principal of King's Ely

Welcome, and thank you for your interest in coming to work at King's. I hope that what you read here will excite you and chime well with your ambitions so that you will want to apply for this position.

King's Ely is an extraordinary place to work: a family of schools educating around 1350 boys and girls aged 2-18 in our Nursery and Pre-Preparatory, Prep and Senior Schools in Ely in Cambridgeshire, and up to age 11 at Fairstead House School in Newmarket. Most of our pupils come from Ely, Cambridge and surrounding areas, while about 200 pupils are boarders from all over the world. King's employs about 540 people in diverse roles from teaching and pastoral care to administration, finance, IT, site services and maintenance and catering.

We often talk about 4 'P's which make King's special: our fundamental **purpose**, unchanged in over 1000 years, in providing the best education and foundation for life we can for the children in our care; our **practice**, ensuring the very highest standards of professionalism and excellence in every area of school life and our commitment to everyone's wellbeing, development and training to achieve this; as an exceptional **place** to grow up and work in with our beautiful 75-acre campus adjacent to Ely Cathedral and the wonderful historical, environmental, spiritual and technological resources available to us; and most of all our **people**, the outstanding and diverse community of pupils, staff and supporters whose commitment, experience and skills are the root of our success.

We welcome all types to join this wonderful mix, and I thank you in advance for the time and thought which I know goes into preparing each application; we really appreciate it and give every application the careful consideration it deserves. I look forward to hearing from you and, I hope, meeting you in due course.

With best wishes,
John Attwater

About the School

Purpose, Ethos and Values

King's Ely exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-19 co-educational day and boarding school in Ely, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

History

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. The School was first established to educate the choristers of the worshipping community of Ely and throughout our history we have maintained strong links with Ely Cathedral.

In 1541, King Henry VIII founded a College of Canons at Ely Cathedral to replace the monks whose monastery has been dissolved in 1539 and the School received its Royal Charter, later becoming known as "The King's School".

King's Ely Today

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1100 children aged 2-18 at Ely, including 185 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

The main campus extends to around 75 acres and contains buildings spanning the thirteenth to twenty-first centuries, including many of the historic monastic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities and almost 40 acres of playing fields.

King's Ely plays a key role in the local community. We are one of Ely's largest employers and contribute greatly to the local economy, and we also continue to educate the choristers of Ely Cathedral. King's Ely also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

In its recent ISI Inspection (March 2025), King's Ely was found to meet or to exceed all regulatory standards. In addition, the Inspectors judged the School to have a *significant strength* in the way in which its high quality pastoral care is interwoven with a dynamic enrichment programme. This enables "pupils of all ages to develop their independence, intellectual curiosity, creativity and socialization particularly well".

The School is rightfully proud of the Inspection. It is testament to the community spirit of King's Ely and the commitment and respect shown each day by pupils, staff and their families.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.



About the role

1. Management

- Work as part of a team in the Health & Wellbeing Centre taking into consideration the nursing and pastoral needs of pupils across each area of school.
- Work within a shift pattern with two other nurses, and a health care assistant, as required, throughout the week and covering 'on-call' hours. On occasions it may be necessary for the nurse to sleep over night in the Health & Wellbeing Centre.

2. Nursing

- Provide nursing services to each pupil, all members of staff and any visitors while on site. This will include:
 - Organisation and running of nurse drop-in clinics during the span of duty within agreed level of competence. Pupils attend for routine medication and nursing needs.
 - Organisation of appointments for the Doctor's surgery as necessary.
 - Arranging for boarding pupils to attend any medical, dental or other health appointments as necessary.
 - Assessing, implementing and evaluation of in-patient care of pupils admitted to the Health & Wellbeing Centre within agreed levels of competence.
 - Provision of first aid and emergency care and treatment as necessary. This includes stock of all school first aid kits.
 - Provision of confidential health advice as appropriate.
 - Aim to identify and meet where possible and appropriate the physical and emotional needs of pupils developing individual care plans as required.

3. Preventive Health

- Carry out pupil surveillance programmes.
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- Operate procedures for infectious diseases control.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene, and tidiness.

Health Education

- Promote health education throughout the school population.
- Take part in the delivery of Personal, social, health and economic (PSHE) education lessons as appropriate.

- Keep up to date with current health promotion initiatives.

Administrative

- Maintain medical records accurately, confidentially, and safely.
- Keep nursing records to a high standard.
- Record administration of drugs following the School Medication policy.
- Advise and assist the Lead School Nurse in writing school health policies and medical protocols.
- Set up and organise school medical examinations and other surveillance audits.

Health and Safety

- Have an involvement and awareness of health and safety issues within the school affecting staff, pupils, or the environment.
- Keep records of reported accidents.
- Be aware of child protection procedures following the school policy.
- Assist the Lead School Nurse in completing general and specific risk assessments as necessary (develop individual pupil Health Care Plans).

Liaison – Internal

- Work as part of the nursing team.
- Work closely with house masters and house mistresses (HsMs), teaching and non-teaching staff to ensure seamless and continuous care of pupils.
- Liaison with the Wellbeing Lead.
- Liaison with the Lead School Nurse.
- Liaise with school counsellors.
- Attend half-termly Health and Safety meetings in the absence of the Lead School Nurse.
- Attend other school meetings in the absence of the Lead School Nurse.

Liaison – External

- Liaise with the local GP practice and School Doctor
- Liaise with multidisciplinary health professionals, pharmacy etc.
- Liaise with appointments and admission staff for consultants, orthodontics, dentist and opticians.
- Liaise with parents/guardians/carers.

Training

Provide training regarding medical conditions to members of staff to raise awareness and keep basic skills up to date.

Attend regular CPD training to maintain skills and experience.

Offer training and support to the Medical Centre Assistant.



Person Specification

Qualifications	
Registered Nurse (RGN) with valid NMC PIN and valid revalidation profile	<i>Essential</i>
First Aid at Work certificate	<i>Essential</i>
Full current UK driving licence and use of a car	<i>Essential</i>
Experience, Knowledge, and Skills	
Experience of dealing with minor injuries/sports injuries (current First Aid at Work certificate) or a willingness to attend training	<i>Essential</i>
Be aware of and have experience of working with mental health issues linked with young people	<i>Essential</i>
A thorough understanding of and commitment to safeguarding and promoting the welfare of children and young people, and always adhere to and comply with the School's Child Protection Policy statement	<i>Essential</i>
Experience of infection control and PPE procedures	<i>Essential</i>
Possess proven experience working with young people (2 – 18)	<i>Essential</i>
Previous experience of working in a boarding school	<i>Desirable</i>
Experience in paediatrics or working with children or a Specialist Practitioner School Nurse qualification	<i>Desirable</i>
Clinical track record with ideally 6 months spent in A&E or as a Practice Nurse	<i>Desirable</i>
Personal and Professional Qualities	
Excellent communication and interpersonal skills	<i>Essential</i>
Clear empathy and understanding of boys' and girls' development and needs	<i>Essential</i>
A proven ability to empathise and relate positively and effectively to young people and enjoy their company	<i>Essential</i>
A calm, warm and kind manner with a sense of humour	<i>Essential</i>
The ability to communicate effectively with parents/guardians and staff	<i>Essential</i>
The ability to work as a member of a team, work alone and accept direction	<i>Essential</i>
Possess effective judgement and the ability to work own initiative	<i>Essential</i>
Be efficient, with good organisational skills	<i>Essential</i>

Be proactive and positive	<i>Essential</i>
Ability to prioritise, working to deadlines and under pressure	<i>Essential</i>
Be computer literate	<i>Essential</i>
Have a flexible approach to working hours and shifts and be prepared to help with staff cover from time to time	<i>Essential</i>
Ability to demonstrate knowledge and performance of duties as outlined above	<i>Essential</i>
Be committed to personal development and ongoing training and learning	<i>Desirable</i>

Working at King's Ely

King's Ely is committed to rewarding our employees who share our passion, vision, and values, and to investing in their wellbeing and continuous professional development.

- £46,936 (FTE), £28,884.00 actual + (£1,080 Allowance)
- 30 hours per week x 40 weeks per year, term-time only
- There is a seven-day week rota and twenty-four-hour cover during term time. Shifts will be discussed at interview.
- 2 x On-call (phone cover only) shifts

In addition to the above, employees at Kings Ely benefit from:

- Generous fee-remission, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- Enrolment in the statutory auto-enrolment pension scheme. The contribution rates for the auto-enrolment pension scheme are Employee contribution of 5% and Employer contribution of 3%.
- The school offers a private healthcare insurance scheme, which staff may opt to join at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- Use of school gym facilities and use of the swimming pool at specific times (during summer school holidays – small fee applies).
- Access to Salary Sacrifice Schemes such as: Cycle2Work, Home and Tech Scheme, and Local Gym Membership
- Limited free on-site car parking

- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses including Poets House, A Little Something Ely, The Almonry Tearooms, Ely Grazing Company, Sushi and Salad, Griddle Bar and Meathouse, and The Pantry (Newmarket).

Information for Candidates

Applications should be made via My New Term, you can do this by clicking the 'Apply Now' button at the top of the advert. The final closing date for applications will be **noon on Friday 5th June 2026**.

Where Applicants have been successful in the shortlisting process they will be contacted for interview. Interviews will take place shortly afterwards.

We reserve the right to invite candidates for interview prior to the closing date. Therefore, we encourage interested applicants to submit an application as soon as possible.

If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.

Shortlisted Applicants should be aware that references will be requested as part of the interview process.

King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Thank you for completing your application and your interest in King's Ely.



Website: www.kingsely.org Charity Number: 802427 Company Number: 2440509

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www.kingsely.org