



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

School Nurse (Bank)

Required from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

School Nurse

Required from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

Kimbolton School is seeking a Registered Nurse (RN Adult, RN Child) to join our Healthcare team at the School to support our clinically effective, high quality nursing care to our students and members of the school's community.

The purpose of this role is;

- To provide a clinically effective, high-quality service of nursing care to students.
- To provide first aid care to all members of the school community.
- To promote emotional and physical wellbeing to the whole school community.

Main Duties

1. Management/Professional

- Adhere to the NMC Code of Professional Conduct and other NMC advisory papers.
- To provide a confidential health service as appropriate.
- Be aware of the Child Protection policy of the school and adhere to this, submitting reports and attending case conferences when necessary.
- Supporting the Health Centre Manager and acting as a role model and motivator for other members of the team.
- Use evidence-based practice to maintain a high quality of nursing care to the students.
- Be responsible for the smooth and efficient running of the Health Centre and Prep School medical room, ensuring efficient systems and processes are in place.
- To keep up to date with own professional development and work towards the continuing development of the Nursing team and department.

2. Nursing

To provide a high standard of service within the NMC guidelines to students, members of staff and any visitors whilst on site.

- Day-to-day running of the Medical Rooms to include providing first aid, mental health support and emergency care and treatment as required.
- Ensure care plans and asthma plans are developed and written for students requiring them, in liaison with the students, parents and relevant healthcare professionals. Provide information to advise staff members about the medical needs for pupils in their care.
- Communication of relevant medical information to the Health Centre Manager, parents and staff as appropriate.
- Communicate with parents about their child's medical needs and participation in relevant multidisciplinary team meetings.
- Working with the catering department with regards to special dietary requirements, food allergies and eating disorders as appropriate.
- Maintaining and stocking first aid kits and emergency medications located throughout the school.
- Supporting children with emotional health issues and liaising with appropriate staff and families.
- Ensuring the preparation of medical information and first aid bags/supplies for all out of school visits.
- Provide first aid assistance in cases of injury to persons employed by or visiting the school and at co-curricular events/activities as required.
- Support and facilitate the school's immunisation programme to include liaising with the NHS Vaccination team.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, dispensing, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Support staff wellbeing.

- Make timely and appropriate referrals in conjunction with the Designated Safeguarding Lead and liaising with other health professionals as appropriate.
- Ensure weekly and monthly medication and equipment checks are carried out and recorded.
- To perform any other duties as may from time to time be required within the ability of the post holder and relative to the general role of the School Nurse.

3. Boarding Students

- Advise students to attend doctor's surgery, referring to General Practitioner as appropriate.
- Arrange for boarding students to attend any medical, dental or other health appointments as necessary.
- Ensure care plans and asthma plans are developed and written for students requiring them, in liaison with the students, parents, school staff and relevant healthcare professionals.
- Maintain safe storage, usage and disposal of medical drugs and supplies, complete and record weekly checks.

4. Health Education

- Promote health education throughout the school population.
- Take part in the delivery of PSHE, to pupils by working in partnership with the teaching staff to produce and deliver effective health education within the PSHE programme.
- To ensure the provision of and access to a range of publicity materials on issues related to student health.
- Keep up to date with current health promotion initiatives and support this through teaching and pupil assemblies.
- Run 1:1 and small group sessions to support pupil's emotional wellbeing.
- Provide pupil specific, as well as general medical condition related training to staff.

5. Administrative

- Maintain school medical records accurately, confidentially and safely in line with school procedures.
- Ensure medical records are kept up to date and record all relevant change.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Administration of medicines to include safekeeping, storage disposal of, monitoring of expiry dates and record keeping as per NMC guidelines and safe administration of medicines.
- Maintain general office procedures.
- Participate in the staff appraisal process.
- To work according to the school's policies and procedures.

6. Health & Safety

- Have an involvement and awareness of health and safety issues within the school.
- Keep records of reported accidents and liaise with the Health and Safety Manager using accident forms as necessary.
- Be involved in the development and review of the School's Health & Safety policy.
- Ensure that Medical Strategic Risk Assessment are written for pupils/staff as needed liaising with the Health and Safety Manager.

7. Liaison

Internal

- Work closely with other members of the Health Centre team to ensure seamless and continuous care, and with parents, academic staff and school office staff and all other departments as necessary.
- Attend regular pastoral meetings and liaise with form tutors as appropriate.
- Ensure close communication with boarding staff.

External

- Have links with the School health advisors and other members of the Primary Health Care Team.
- Social services where appropriate.
- Doctors, Medical Centre Staff and Pharmacy as appropriate.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registered nurse on part I of the NMC register with relevant post- registration experience. 	<ul style="list-style-type: none"> • Further relevant professional development in nursing. • An advanced life support qualification, an HSE approved first aid at work certificate and appropriate Child Protection training or be willing to obtain these qualifications.
Skills and Experience	<ul style="list-style-type: none"> • Knowledge and experience of providing first aid. • Experience of sports injuries and treatment. • Computer literate with experience of data handling and IT systems (Microsoft applications) • Knowledge and awareness of children's health issues. • Knowledge of safeguarding issues. 	<ul style="list-style-type: none"> • Experience of working in a school setting. • Experience of both accident and emergency nursing and working in a school setting. • Experience and understanding of wellbeing and mental health issues in young people.
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate both verbally and in writing, clearly, concisely and effectively. • Empathy and understanding of the emotional needs of children. • Sensitivity – the ability to listen well and understand others' needs and 	

	<p>perspectives.</p> <ul style="list-style-type: none"> • Self-motivation – the applicant will need to be both conscientious and willing to show initiative and work as part of a team. • Confident judgement and decision making. • Ability to prioritise with common sense and initiative. • Highly organised punctual, and efficient. • Listens well and understands others' needs and perspectives. • Committed to continuous self-development with a willingness to attend appropriate on-going training. • Ability to work in a way that promotes the safety and wellbeing of children and young people. • Flexible approach to duties and working hours. • Friendly, cheerful and polite manner with a good sense of humour • Ability to work with discretion and maintain confidentiality on all school matters. • Stamina and a good level of health and fitness. 	
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Terms and Conditions

Reporting to:	Health Centre Manager
Accountable to:	Chief Operating Officer
Hours of Work:	0800-1700 1 day per week (Wednesday)
Remuneration:	£19.39 per hour.
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .

Referees: The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **3rd July 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **1st September 2026 / 2nd September 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at

www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies