

Whitgift School Nurse Permanent, Term-Time Only – 40 hours/Five Days

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

The Whitgift Nursing Team is responsible for supporting the health and wellbeing of all students, with a particular focus on those within the boarding community. The Medical Centre is an integral part of school life, and nurses play a proactive role in promoting health and wellbeing through effective communication with students, parents, pastoral teams and academic staff.

The Medical Centre is open Monday to Friday from 8.00am to 5.30pm, and on Saturdays from 9.00am to 5.30pm. In addition, a dedicated medical bay is located within Founder's House, Whitgift's main boarding house. The Nursing Team provides clinical care and pastoral support, ensuring the smooth day-to-day operation of both facilities and helping students to remain healthy, safe and fully engaged in school life.

Whitgift School has partnered with Meliora Medical Group. Since the collaboration began in January 2021, the School has worked closely with Meliora to enhance the medical care available to all students. As part of our commitment to providing outstanding pastoral and medical support, Whitgift leads this partnership to ensure that students receive proactive, holistic healthcare that supports both their physical and mental wellbeing. We believe that medical provision in the 21st century should go beyond treating illness and should instead empower students with the knowledge and habits that promote lifelong health. Through this collaboration, Meliora Medical Group provides a general practitioner who attends twice weekly to support the boarding community. Their specialist sports medicine division, Return2Play, offers timely access to expert clinical assessment, injury management and rehabilitation support. A sports doctor is available on site once a week to support athletic performance and injury care, and a match-day doctor provides medical cover for students on Saturdays at key points during the year. A physiotherapist is also available throughout the week to support students in returning safely to sport following injury.

The Medical Centre is led by a Senior School Nurse and comprises a multidisciplinary team of appropriately qualified and registered healthcare professionals to ensure safe and effective care. This includes Registered General Nurses (RGNs/RCNs), General Practitioners and Sports Doctors, all regulated by the General Medical Council (GMC) where applicable. The team is supported by a Medical Administrator and a trained First Aider holding an Emergency First Aid at Work (Level 2) qualification, with additional capacity provided by bank nurses.

Applicants must be a Registered Nurse (RGN, RCN or RMN) with current Nursing and Midwifery Council (NMC) registration and a valid PIN, with a minimum of three years' post-qualification experience. Relevant post-registration experience in school nursing would be an advantage, along with a Safeguarding Children Level 3 qualification, acute clinical experience, and evidence of ongoing professional and personal development. Excellent verbal and written communication skills are essential, together with proficiency in Microsoft Office and clinical record systems. A current Emergency First Aid qualification is desirable.

The successful applicant will be required to work five days per week from 7.30am to 4.30pm. Specific working days will be discussed at interview.

MAIN DUTIES AND RESPONSIBILITIES

The postholder will provide high-quality nursing care and support the safe and effective operation of the Medical Centre. They will be expected to work autonomously within their professional competence, including during periods when permanent staff are unavailable, while remaining accountable to the Senior School Nurse.

The following outlines the principal duties and responsibilities of the role. It is not intended to be an exhaustive list, and responsibilities may be reviewed and amended to reflect the changing needs of the School. The postholder will be expected to undertake these responsibilities in a professional, collaborative and flexible manner.

First Aid and Emergency Care

- Provide prompt and effective first aid and emergency care to day students, boarders, staff and visitors, acting as an autonomous practitioner within scope of practice.
- Assess clinical urgency and, where appropriate, coordinate the safe transfer of patients to Accident and Emergency services, ensuring clear communication and accurate documentation.
- Deliver treatment for minor illness and injury to support a safe and timely return to lessons or duties.
- Maintain accurate and contemporaneous accident and incident records in line with school policy and statutory requirements, escalating any serious incidents in accordance with internal reporting procedures.

Clinical Practice

- Undertake a wide range of treatment room duties, including the management of minor illnesses, injuries and sports-related presentations, applying sound clinical judgement.
- Carry out holistic assessments of students and staff presenting with physical or mental health concerns, providing appropriate care, advice and onward referral where required.
- Promote the health and wellbeing of all students, supporting both physical and mental health to enable full participation in school life and achievement of their educational potential.
- Encourage students, particularly those in the boarding community, to develop independence and responsibility in managing their own health needs.
- Contribute to minimising the impact of illness, injury or chronic conditions on attendance, participation and academic progress.
- Support the development, implementation and annual review of Individual Healthcare Plans for students with chronic or complex conditions (e.g. asthma, diabetes, epilepsy, anaphylaxis), ensuring safe inclusion in all aspects of school life.
- Undertake health assessments for boarding students, including recording observations such as height, weight and blood pressure, identifying abnormalities and escalating concerns appropriately.
- Maintain accurate and confidential medical records in line with professional, legal and organisational standards.
- Liaise sensitively with parents and guardians to provide updates on student health, balancing effective communication with respect for confidentiality and adherence to the NMC Code.

- Provide health education and advice to students, staff and pastoral teams, contributing to a coordinated approach to wellbeing and student support.
- Promote preventative healthcare and proactively identify opportunities to reduce avoidable ill health.
- Monitor immunisation status and support school-based immunisation programmes in partnership with external providers (e.g. Croydon Health Services NHS Trust).
- Recognise safeguarding concerns, including indicators of abuse or neglect, and escalate in line with school safeguarding procedures, working closely with the Senior School Nurse and pastoral leadership.
- Identify potential additional needs linked to health conditions and liaise with appropriate staff (e.g. SENCo, Heads of Year) to support coordinated care.
- Ensure the safe storage, handling and administration of medication in accordance with school policies, professional standards and national guidance.
- Maintain and regularly audit first aid equipment and supplies across the school site.
- Contribute to clinical governance processes, including incident reporting, audit and continuous improvement of practice.
- Work autonomously within scope of practice, recognising limitations and seeking senior support where appropriate.
- Maintain active NMC registration and always uphold professional standards in line with the NMC Code.
- Engage in continuing professional development, attending relevant training, courses and updates as agreed with the Senior School Nurse.
- Participate in mandatory training, team meetings and wider school activities as required.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high-quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Essential Criteria

- Registered Nurse (RGN/RMN) with current Nursing and Midwifery Council (NMC) registration, practising in accordance with the NMC Code.
- Minimum of three years' post-registration experience, including exposure to acute, primary care or school nursing settings (e.g. A&E, Practice Nursing or School Nursing). Paramedics with appropriate Health and Care Professions Council (HCPC) registration will also be considered.
- Safeguarding Level 3 (Level 2 will be considered), with a clear understanding of safeguarding responsibilities within an educational setting.
- Evidence of ongoing professional development and recent training to support safe and effective practice.
- Competence in the use of electronic systems for clinical record-keeping and communication, including Microsoft Office and relevant medical record systems (e.g. iSAMS, SIMS, EMIS or equivalent).
- Strong written and verbal communication skills, with the ability to engage sensitively and effectively with young people and respond to their developmental and emotional needs.
- Ability to communicate confidently across the school community, including students, parents, staff and external professionals.
- Experience of working with children and young people, demonstrating empathy, patience and an understanding of diverse cultural and social backgrounds.
- Ability to assess, prioritise and manage a wide range of clinical presentations, working independently and exercising sound professional judgement.
- Confidence in responding calmly and effectively to both routine and emergency situations.
- Professional, approachable manner, with the ability to build trust and maintain appropriate boundaries.
- Strong interpersonal skills, with the ability to establish and maintain effective relationships with students and their families.
- Effective organisational and time management skills, with the ability to prioritise workload in a busy environment.
- Ability to work both independently and collaboratively within a multidisciplinary team.
- High level of professionalism, discretion and integrity, with strict adherence to confidentiality.

Desirable Criteria

- Full, clean driving licence.
- Specialist Community Public Health Nursing (SCPHN) or equivalent qualification.
- Current Emergency First Aid and/or Mental Health First Aid certification.
- Experience of working with children and adolescent boys, and within a boarding environment.

FURTHER INFORMATION

A competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Discounted school fees for the Foundation Schools (permanent posts only)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite, during term time only.

CONDITIONS OF SERVICE

This position is offered on a term time only, permanent basis.

The role is five days per week, from 7.30am to 4.30pm, with a one-hour unpaid lunch break. There may be occasional requirements for flexibility in working hours to meet the needs of the department and school events throughout the year. **Any arrangement will be considered in line with the requirements of the role. In addition to the role description there is the need from time to time for Saturday fixtures cover. The hours for Saturday working will be fixture dependent and variable. Where successful applicants are appointed then nurses who fulfil the role will be required to share regular handover time and agreed period shared between job-share partners to ensure co-ordination, planning and communication requirements are met**

The salary range for this post will be Point 25-29 on the John Whitgift Foundation Support Staff Salary Scale. The full-time salary (1 FTE) will be between £40,397 gross pay per annum (at Point 25) to £45,512 gross pay per annum (at Point 29), depending on qualifications and relevant experience. The **Pro-rata** salary range for this post will be between **£32,318** gross pay per annum to **£36,409** gross pay per annum to reflect Term Time and 0.8 FTE contract.

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

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We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

Successful applicants will be required to complete a short presentation and an administrative assessment as part of the interview process.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service, online media checks and overseas checks. It is an offence to apply for a role at the School if you know that you are barred from regulated activity with children.

All roles within the School involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the School's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

October 2026