



JOB DESCRIPTION

Job Title: Registered Nurse (working in an Independent School)
Department: Pastoral Care
Reporting to: Rebecca Salt, Lead Nurse and Sophie Barber, Headmaster's Wife
Responsibilities: The School Nurse takes an active part in school life and is responsible for the efficient operation of the Medical room, ensuring that pupils, staff and visitors to the school are provided with professional and compassionate medical care and first aid.

Job purpose:

- As part of the nursing team, to be responsible for the smooth and efficient running of the school's health service for pupils, ensuring effective systems and processes are in place.
- To work closely with the rest of the pastoral team to ensure the health and well-being of the boys, enabling a supportive and caring environment.
- To be based primarily in the Surgery and Matron's room but also offer First Aid support in classrooms, on games pitches and in the school grounds where needed.

Main duties:

- Review health information for new boys prior to admission to the school, checking vaccination history, checking that parents have registered their child with the school GP.
- Provide medical care in the surgery at designated times during the day, and be available throughout the rest of the day for unwell and injured boys.
- Maintain and promote a high standard of clinical record keeping for each boy's medical and pastoral care, and record accurately the dispensing of drugs.
- Organise weekly visits from the School Doctor, undertaking treatments or procedures as requested by the GP; providing information to the parents; inputting information on the pupil's individual school records and collecting prescriptions from the pharmacy. Arrange and organise a Matron to accompany boys to any other health appointments as necessary. Call for emergency treatment where required.
- Liaising with hospitals and consultants on boy's medical issues.
- Manage and arrange the provision of holiday medication for exeat weekends, half terms and holidays.
- Manage a clean and efficient environment in the Surgery and Sick Bay, and maintain and order First Aid supplies and equipment. Be aware and practice safe storage, usage and disposal of medical supplies and drugs and dispose safely of all clinical waste.
- Ensure pupils with on-going conditions are reviewed regularly with GP if appropriate and co-ordinate annual flu vaccinations.
- Assess, implement and evaluate in-patient care of any boys in Sick Bay, keeping parents informed.
- Liaise with the Catering Department about all boys with food allergies, intolerances or other dietary requirements

- Liaise with the Learning Support Department about all boys with educational and behavioural issues and their relevant medical care.
- Maintain a close support to children with medical needs such as asthma, eczema, allergies, diabetes, etc and offer advice to children on matters such as healthy living, hygiene and weight control.
- Ensure that the pastoral team, including; the matrons, boarding house-parents and upstairs cleaning staff maintain high standards of hygiene in bathrooms and dormitories, adhering to procedures for infection control.
- Offer medical care to staff within the school community as and when required.
- Liaise with the Headmaster's wife and Boarding House-parents about any boys who might benefit from sessions with the School Counsellor/ELSA (Emotional Literacy Support Assistant).
- Assist the school with organising and facilitating information/training sessions for staff as appropriate, identifying training needs and competence as necessary. Eg. Asthma, allergic reactions, EpiPens and inhaler use, basic wound care and provision of medicines.

First Aid:

- Co-ordinate the provision of First Aid care for the whole school community and visitors.
- Arrange First Aid cover for school events and matches and coordinate pitch-side First Aid from an external provider for rugby matches.
- Oversee the maintenance of First Aid boxes around the school ensuring that they are fully stocked at the beginning of each term and as required along side the Estates Manager.
- Ensure that staff are trained in the use of EpiPens and inhalers in the event of an emergency.
- Liaise with all teaching and sports staff regarding school trips and provide medical information and care plans on the relevant conditions of pupils and supply First Aid kits and medication.

Administrative duties:

- Review daily with iSAMS out of school register to check for individual boy's requirements - outings, appointments etc.
- Develop and review medical policies and protocols relating to health care and provide support to unqualified members of staff giving care.
- Be aware of emergency procedures and accident reporting; Liaise with the Health and Safety Officer on all relevant issues. RIDDOR reporting when required.
- Attend daily staff meetings and training sessions as required.
- Liaise with senior schools regarding pupils medical needs and vaccination history.
- Attend weekly school assemblies, school events etc, thereby maintaining a good knowledge of school life.

Safeguarding:

- To share the responsibility with all staff for safeguarding and promoting the welfare of children and adhere to, and comply with, the School's Safeguarding Policy.
- Report any safeguarding concerns in accordance with the School's Safeguarding Policy.

Hours/Working conditions:

- Various shifts available, term time only, to include weekday, evening and weekends, with a few days of duties and training both before and after the published term dates. Flexibility and a willingness to cover extra shifts if required are essential.

These duties and responsibilities are intended as a guide and are not exhaustive as the School Nurse will be expected to undertake any reasonable task or responsibility as required by the School.

Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.

Prepared by: Megan Nelson/Sophie Barber

Date: April 2026

SCHOOL NURSE - PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ATTAINMENT		
RGN qualification with evidence of professional updating	Y	
Current registration with the NMC	Y	
First aid at work qualification	Y	
Continued Professional Development in asthma, diabetes and anaphylaxis.		Y
Previous experience in A & E or as a school nurse/matron.		Y
SKILLS/EXPERIENCE		
Knowledge and understanding of safeguarding issues	Y	
Knowledge and awareness of children's health issues	Y	
Empathy and understanding of the emotional needs of children and the ability to encourage them to talk about their worries	Y	
Assertiveness in promoting and advocating the health and wellbeing needs of pupils	Y	
Ability to communicate both verbally and in writing, clearly and effectively	Y	
Highly practical with common sense and initiative	Y	
Highly organized, with the ability to prioritise, manage changing workloads/situations and work under pressure	Y	
PERSONAL QUALITIES/ATTRIBUTES		
A clean driving license	Y	
Evidence of commitment to CPD and willing to attend appropriate professional development opportunities	Y	
Friendly, cheerful and polite manner with good listening skills, patience and a sense of humour	Y	
Ability to work with discretion and maintain confidentiality on all school matters	Y	
Good IT skills	Y	
Ability to work on own initiative and as part of a team	Y	
Stamina & good level of health and fitness	Y	
Flexible approach to duties and working hours	Y	
The ability to deal with emergencies calmly	Y	