



## School Nurse – Job Share

**8.30am – 4.00pm Term Time and Inset Days – 2 days per week**

**Start date – September 2025 (flexible)**

**Salary Dependent on Experience**

### Job Purpose

We are seeking a qualified, enthusiastic, and compassionate School Nurse to join our team on a part-time basis. This role involves job-sharing with our current full-time nurse, who is transitioning to part-time hours. The successful candidate will play a vital role in supporting the health and wellbeing of our pupils, providing high-quality medical care, and offering pastoral support within a nurturing school environment.

You will be responsible for delivering frontline health services, managing both acute and chronic conditions, and promoting a culture of health and safety across the school. Strong triage skills, excellent communication, and the ability to work independently and collaboratively are essential. This role reports directly to the Bursar.

### Key Responsibilities

#### Clinical Practice

- Deliver a full range of nursing duties, including assessment, planning, implementation, and evaluation of pupil care.
- Provide first aid and emergency care to pupils, staff, and visitors.
- Offer pastoral support and promote emotional wellbeing among pupils.
- Administer and manage prescription and non-prescription medications in line with school policy and national guidelines.
- Maintain accurate medical records and ensure safe storage and disposal of medications.
- Develop and implement Individual Healthcare Plans (IHPs) for pupils with chronic conditions or disabilities.
- Promote healthy habits and preventative healthcare practices.
- Monitor vaccination records and coordinate immunisation programmes with the NHS School Immunisation Service.
- Maintain accident records and provide medical documentation for school trips.
- Contribute to the development and review of relevant school health policies.

#### Safeguarding

- Promote and safeguard the welfare of all pupils.
- Adhere to the school's Safeguarding Policies and report any concerns to the Designated Safeguarding Lead (DSL).
- Maintain accurate safeguarding records using the MyConcern system.
- Hold and maintain a Deputy Designated Safeguarding Lead (DDSL) qualification.

### **Communication & Record Keeping**

- Communicate effectively with pupils, parents, staff, and external professionals.
- Ensure seamless handover and collaboration with the job-share partner.
- Maintain and update medical records in accordance with GDPR.
- Organise appointments with the school counsellor and liaise with parents as needed.
- Audit and restock First Aid kits across the school.
- Support pupils and staff with mental health concerns, offering guidance and referrals where appropriate.

### **Training & Meetings**

- Deliver staff training on health-related topics during INSET days.
- Organise and coordinate First Aid training for staff.
- Attend termly Health & Safety meetings, weekly pastoral and SEND meetings, and staff welfare committee meetings.

The above is an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by the Headmaster.

## **Person Specification**

### **Essential Qualifications & Experience**

- Registered Nurse with current NMC registration.
- Experience in a school or educational setting is highly desirable.

### **Key Requirements**

- Comfortable working in clinical settings, including exposure to bodily fluids.
- Ability to maintain confidentiality and uphold professional standards.
- Physically able to manage moderate activity levels throughout the day.

### **Personal Attributes**

- Compassionate, empathetic, and pupil focused.
- Self-motivated, dependable, and capable of working independently.
- A collaborative team player with sound judgment and initiative.

### **Professional Skills & Knowledge**

- Strong understanding of Health & Safety procedures and emergency protocols.
- Excellent interpersonal and communication skills.
- Commitment to ongoing professional development and training.

The School will endeavour to make any necessary reasonable adjustments to the role to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

## Working Hours and Rate of Pay

- The hours of work will be 8.30am to 4.00pm 2 days per week with half an hour for lunch.
- Term-time only represents 35.4 working weeks per year, including for all INSET days which currently equate to six days per year. In addition, you will be paid 5.6 weeks' holiday (including all public and bank holidays) pro-rated.
- Salary will be determined according to qualifications and experience.
- Pension – defined contributory pension scheme.
- Staff are welcome to have a school lunch and refreshments in term time and parking is available on site.

## Applications

### How to apply:

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Headmaster to [recruitment@ballardschool.co.uk](mailto:recruitment@ballardschool.co.uk).

Application deadline: 9.00am Friday 18<sup>th</sup> July 2025

Interviews: To be arranged at a mutually convenient time

Start Date: 1<sup>st</sup> September 2025 (flexible)

**Early applications are encouraged. We will be reviewing applications as they are received and reserve the right to appoint before the closing date.**

Shortlisted applicants will be invited to the School for interviews.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

**Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.**

For further details and an application form, please visit: [www.ballardschool.co.uk/vacancies](http://www.ballardschool.co.uk/vacancies)