

THE TEAM

Our School Nurses work as part of our committed and supportive Pastoral Team, including Pastoral staff and School leaders, the Chaplain and School Counsellors. Between them the Pastoral Team provides essential pastoral care across the School reflecting warmth and professionalism in every aspect of their work. The Prep and the Senior Schools are on two separate sites, with the School Nursing Team currently comprising of one Head Nurse, two part time School Nurses based at the Senior School in St Albans and one School Nurse based at the Prep School in Wheathampstead. The team are committed to pastoral care and the welfare of children and young people and the wider school community.

THE ROLE

The School Nurse will work at the Prep School (Reception to Year 6) which is located in Wheathampstead. They will report to the Head Nurse who is predominately based at the Senior School. The Prep School Nurse will be expected to work closely with the Deputy Head Pastoral and Head of Prep. The Prep School Nurse will need to have the ability to work independently and be compassionate to the needs of primary age children.

The School Nurse will provide a high standard of first line care for pupils, be responsible for health care, provision of first aid and medical records of pupils.

Alongside provision of medical care, the nurses also have a pastoral role working effectively with both pupils and staff, particularly the Deputy Head Pastoral.

This permanent position is offered on a part-time basis, 9.30am – 3.30pm Monday – Friday, with a 30-minute unpaid break, term time (including INSET) plus eight days.

The role will be based at the Prep School in Wheathampstead, however, as STAHS is part of the St Albans Education Group (STAEG), there may be occasions where you will be required to work at the STAHS Senior School in St Albans or at a STAEG school.

The preferred start date for this position is September 2025.

RESPONSIBILITIES

KEY RESPONSIBILITIES

The School Nurse is a key member of both the Pastoral and Medical Centre teams working independently on the Prep site with remote support from the Senior Nurse. Responsible for the provision of first aid and general medical care for both pupils and staff, the School Nurse is extensively involved in upholding the safeguarding at the school.

Provision of medical care and support

- To attend to the first aid of pupils and staff, triaging as appropriate in the Medical Centre
- To assist with the delivery of the school immunisations programme
- To notify the Pastoral Deputy Head and, staff and parents when relevant, of any communicable diseases
- To provide care and attention to pupils in distress and to alert the Pastoral Deputy Head to any safeguarding concerns
- To keep abreast of medical and health developments and initiatives and to work closely with the pastoral team in responding appropriately to them
- To provide staff training when appropriate
- To maintain medical records for pupils, keeping them up to date and to communicate these with staff when required
- To maintain allergy and dietary requirement records for pupils, keeping them up to date and to communicate these with staff (including the catering team).
- To maintain accurate records of accidents and compile accident reports for the Health & Safety Executive and the school's insurers
- To maintain First Aid boxes and defibrillators
- To provide feedback to Executive Team members in keeping key school policies and related procedures and documents up to date
- To attend to the first aid of pre-schoolers attending Forest School.
- Ensure medical needs of pupils are prepared for day and residential trips.
- Ordering medicines and consumables.
- Ensure outside agencies (opticians and audiologists) have access to the correct child, at the correct time and place, in a suitable manner with the necessary consent.
- Assist the Head Nurse to ensure prep school staff have the opportunity to have a flu vaccine (before the flu season starts).
- Assist the deputy Head Pastoral with the delivery of medical related PSHE lessons for pupils.
- Any other duties reasonably expected for the efficient discharge of the position.

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RESPONSIBILITIES (continued)

Professional Development

- Participate in training and undertake any performance development activities as required for the position
- Maintain Nursing registration with the NMC and ensure compliance with the NMC guidelines.

Additional Expectations

- Support for the School's mission, vision and values and strategic direction
- Participate actively in the wider aspects of school life

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head of Prep or Deputy Head Pastoral.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents, alumni and friends. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

- QUALIFICATIONS AND EXPERIENCE**
- A nursing qualification (RSCN, RN-Child or RGN).
 - Experience of working as a School Nurse, paediatric hospital setting or community nursing.
 - Registered with the Nursing and Midwifery Council (NMC) with current Pin Number.
 - HSE recognised Paediatric First Aid at Work qualification, desirable but not essential.

- SKILLS AND KNOWLEDGE**
- Excellent nursing skills.
 - Display excellent communication skills with an ability to produce clear, concise and timely communications and liaise in a professional, friendly manner.
 - Ability to make clinical judgments independently based on observations and to use own initiative.
 - Demonstrate strong administrative and organisational skills with a high degree of attention to detail.
 - Display excellent interpersonal skills and the ability and desire to build strong positive relationships with pupils and parents, with a proven track record of working collaboratively with other members of a team.
 - ICT literate, experience of CPOMS, iSAMS/SystemOne would be desirable but not essential.
 - An understanding and knowledge of child protection within a school/young person's environment.

- PERSONAL QUALITIES**
- Good listener with caring nature and approachable.
 - Diplomacy, discretion, professionalism and an ability to keep one's counsel as required.
 - Ability to work independently and as part of a team.
 - Proven ability to remain calm and professional at all times.
 - Resilient and able to cope with the pressures of working within a busy school medical centre.

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PERSON SPECIFICATION (Continued...)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- A commitment to the ethos and strategic direction of the school.
- Strong support for the School's mission and values.
- Be a good role model.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in them.