



The Purcell School
for young musicians



School Nurse

Permanent, Term-Time only plus INSET days

To start in September 2025



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 250 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

A handwritten signature in black ink, which appears to read 'P. Bambrough'. The signature is fluid and cursive, with a large loop at the end.

Paul Bambrough
Principal

ROLE DESCRIPTION

School Nurse

This is a unique role within a small but thriving boarding community which offers the successful candidate the opportunity to build close working relationships with clinical colleagues, students, residential and pastoral staff and manage the provision of 24 hour medical and welfare support during term-time. The School has a modern, well-equipped health centre and an exceptional on-site health care team. The School's medical team includes a residential RGN who provides medical cover in the evenings and weekends, a physiotherapist with a special interest in working with musicians and a well-qualified counsellor. We have excellent relationships with Attenborough Surgery, with whom boarders are registered, Bushey Pharmacy, CAHMS and other local healthcare providers.

The primary focus of the role is to manage the day-to-day operations of the Health Centre ensuring outstanding health care for the School community, providing exceptional medical care during the working day, coordinating and facilitating off-site medical appointments, coordinating the work of clinical colleagues and ensuring compliance with all relevant clinical and statutory standards and requirements. The School Nurse is the primary contact for parents who have concerns about the health of their children and he or she is responsible for informing parents of medical issues when necessary. The School is in the process of implementing Medical Tracker software to manage record-keeping and information sharing; the School uses SIMS as its central MIS. The School Nurse also coordinates visiting health teams to administer routine vaccinations.

We are seeking an enthusiastic, warm and approachable professional nurse with a genuine love of young people and who is passionate about providing outstanding care. You must hold significant medical qualifications sufficient to enable you to undertake the prescribed duties. Additional Mental Health qualifications (or experience) may be an advantage. Most importantly we are looking for someone who is completely "unflappable", has the ability to deal with any situation (including emergency situations) calmly, is personally resilient and can build outstanding relationships with students, colleagues and parents. If you feel that you have the qualifications, skills and nature to contribute to the health and wellbeing of our school family, we would love to hear from you.

TERMS AND CONDITIONS

This is a permanent, full-time role during term time only, covering 34 weeks per year plus five INSET days. Working hours are full-time, 37.5 hours per week with the exact times to be discussed with the successful candidate.

The salary follows the School's support staff scale, with annual reviews and progression based on appraisal. Details are available on request. Free meals are provided in the School dining hall during term time.

The post includes a six-month probationary period with four weeks' notice on either side. After confirmation, the notice period extends to one full term. Regular appraisals will continue throughout employment.



HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a **supporting Personal Statement** to the Principal as soon as possible. Please do not send a separate curriculum vitae.

Personal statements should outline your experience, subject knowledge and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to contribute to an outstanding student experience.

Interviews will explore subject knowledge, pastoral experience, the ability to relate appropriately to students and a willingness to contribute to the whole school community. Candidates will be required to bring evidence of identity, right to work and qualifications to the interview.

Applications should be made to the Principal, sent by email to recruitment@purcell-school.org or by letter to: Recruitment, The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS.

Closing date for applications - 9am on Monday 23rd June 2025

Interviews - week of Monday 30th June 2025

Start date - 1st September 2025

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: School Nurse

REPORTS TO: The Vice Principal

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

FOR THE ROLE:

- To provide first aid and emergency care to students and staff.
- To assess, manage and monitor minor illnesses and injuries.
- To administer prescribed and non-prescribed medications and treatments according to medical protocols.
- To maintain confidential, accurate health records for all students.
- To manage chronic health conditions (e.g., diabetes, asthma, epilepsy) and create individual care plans.
- To conduct health screenings (e.g., vision, hearing, BMI).
- To promote a healthy lifestyle and provide health education to students.
- Deliver (alongside colleagues) age-appropriate workshops on topics such as hygiene, nutrition, sleep, mental health and substance misuse.
- To manage the day-to-day activities of the Health Centre, its staff and activities.
- To ensure compliance with all relevant clinical and statutory guidance (including Risk Assessments) and health and safety.
- To manage communication with parents and guardians regarding student health concerns.
- To coordinate with GPs, dentists, hospitals and mental health services for referrals or follow-up care.
- To provide medical input for school trips, including risk assessments and travel medication.
- Attend school INSET meetings and deliver annual refresher training to all staff on first aid and health-related topics.
- To assist occasionally at whole school events (such as Open Days, Induction Days etc).

FOR ALL STAFF:

- To promote the aims and values of the School.
- To support and protect the interests of the students.
- To support colleagues in their work.
- To ensure the smooth running of the School and the well-being of the School community.
- To act in accordance with the current legal requirements, school policies and guidance on the safeguarding of children and young people.
- To undertake such administrative and supervisory duties as may be required.
- To follow the procedures and policies set out in the Staff Handbook.
- To promote equality by actively protecting staff and students from discrimination.
- To comply with current Health and Safety regulations and best practice.

PERSON SPECIFICATION

Experience and Knowledge:

Medical qualification(s) appropriate to the role with current registration to the relevant regulatory body eg Nursing, emergency medicine (essential)

Knowledge of all relevant statutory compliance regulations (essential) and experience of managing/overseeing the implementation of these (desirable)

Experience of providing medical care in any context (essential)

Excellent knowledge and understanding of the concepts and skills essential for the delivery of outstanding health care (essential)

Knowledge of (or a good instinct for) the pastoral support of young people (essential)

Qualifications in/or experience of mental health (or a willingness to acquire these) (essential)

Experience of working in a residential setting preferably with young people (boarding school, summer school, residential trip) (desirable)

Experience of developing and delivering well-being classes and/or activities (desirable)

Ability and Skills:

The ability to build close and trusting professional relationships with young people and staff

The ability to engage students and develop positive and meaningful working relationships

The ability to establish a safe and purposeful working atmosphere in which students feel secure and confident both in lessons and in their boarding houses

The ability to work independently and as a proactive member of a team

The ability to take initiative and make sound decisions to solve problems

Excellent communication, planning and organisation skills to ensure the correct procedures are followed and documented

The ability to work in a flexible, adaptable way to meet the requirements of the role

Personal attributes:

The ability to inspire confidence from students and staff and commitment to student success

Enthusiasm, energy and imagination

Willingness to play a full part in the life of the School

Caring, helpful personality with a personal warmth to be able to connect with students in a meaningful way

Resilient with the ability to remain calm and focussed under pressure