



KING EDWARD'S SCHOOL  
BIRMINGHAM

## School Nurse

This is an exciting opportunity for an enthusiastic and professional candidate to establish this post and further to develop medical provision for the boys at King Edward's School (KES). The nursing role requires a holistic approach to the boys' physical and emotional wellbeing. The School Nurse will be expected to be proactive in the management of effective health promotion within the school by communicating with pupils, staff, families and the wider community, supporting all boys' health and wellbeing needs, and providing preventative and early intervention strategies. The role also requires close liaison with the school's Sports Department and oversight of our concussion service, as well as supporting the planning of medical provision for the wider programme of co-curricular trips. As the role develops, we are committed to investing in continuing professional development for the successful candidate further developing their strengths and priorities in post.

This role will be part of the pastoral team and will report to the Senior Deputy Head (Pastoral).

<b>Job Title:</b>	School Nurse
<b>Hours:</b>	37 hours per week 8.15am to 4.15pm Monday to Thursday and 8.15am to 3.45pm Friday ( <i>with a 30-minute unpaid break every day</i> ) – some flexibility may be possible for the right candidate  Term time plus 7 days during school holidays
<b>Salary:</b>	£34,842 - £36,927 FTE dependent on experience <b>(actual salary £28,431 - £30,133 per annum)</b>
<b>Benefits:</b>	Up to 60% discount on school fees at KEHS and King Edward's School (subject to admission criteria), Defined Contribution pension, free on-site parking, free lunch, use of gym facilities and swimming pool
<b>Contract:</b>	Permanent
<b>Start Date:</b>	1 <sup>st</sup> September 2025 (but preferably as soon as possible)

### Job Description

#### Main duties:

The duties of the School Nurse include (but are not limited to):

- Attending to students and staff (in emergencies) who are taken ill during the school day, adhering to codes of practice and professional guidelines
- Deciding when further medical attention is required and supporting students if hospital treatment is needed, including attending A&E as required and contacting families to advise on any developing situation, as per First Aid Policy

- Leading and overseeing first aid provision and care for students referred by staff or self-referred until they can return to lessons or are passed into the care of a guardian/medical staff
- Recording all student visits to the First Aid Room on Medical Tracker and CPOMS if appropriate
- Communicating with parents and pastoral staff as necessary, using CPOMS to record details of conversations and any related actions
- Providing personal, social, hygiene, welfare, and mental health support for students, identifying any risk-taking behaviour and communicating with the pastoral team as appropriate
- Supporting current students diagnosed with new medical conditions, communicating with home and school staff as necessary
- Supporting students to develop a knowledge of self-care, autonomy, and decision-making, including how to access health services
- Supporting and liaising with the School Counsellors, including communicating appointments to students and the pastoral team
- Making referrals and maintaining communication with relevant external agencies to provide shared medical and mental health care (e.g., CAMHS, GPs, consultants, Specialist Nurses, and Eating Disorder Units), ensuring that the school respects strict medical and personal confidentiality while providing a joined-up approach to care and wellbeing, including safeguarding duties
- Utilising Return2Play to oversee, manage and administer the school's concussion protocol to ensure compliance with regulatory requirements in the documentation and treatment of concussive injury.
- Producing, maintaining, and advising on Individual Health Care Plans (IHCPs) and Personal Emergency Evacuation Plans (PEEPs), and reviewing all IHCPs once completed by parents
- Operating procedures for the control of infectious diseases and following procedures for the safe disposal of clinical waste
- Responsible for coordinating and communicating medical requirements for external trips and visits. This involves meeting with trip leaders beforehand to discuss any medical concerns and ensuring that the correct medication and supplies are taken on the trip.
- Maintaining the First Aid Room and Student Rest Room as attractive and hygienic spaces, suitably equipped for serving the medical needs of the school community
- Being responsible for the recommended safe storage, usage, and disposal of medical supplies and drugs, ensuring compliance with regulatory requirements, securing and delivering controlled medicines, and maintaining stocks of over-the-counter and prescribed medicines as necessary
- Ensuring First Aid Kits and emergency equipment are correctly stocked and regularly checked and this is documented
- Having an overview of the use of the First Aid and Rest Rooms, identifying patterns or trends, and communicating this information to the relevant Head of Year

- Leading the delivery of the immunisation programme, alongside Birmingham NHS School Aged Immunisation Team, for students

### **Training:**

- Raising awareness of medical and health issues to students throughout the school by distributing appropriate material via pastoral staff, small group sessions, updating notice boards, and participating in assemblies or PSHE lessons
- Leading all-staff training sessions, including providing First Aid and medical needs updates to staff at the start of the academic year and staff awareness sessions on topics such as asthma, anaphylaxis, and epilepsy, tailored to the school's needs
- Being proactive in analysing data and trends at school, local, and national levels to ensure we meet the needs of our students and school community
- Attending meetings regarding specific students, weekly line management consultations, pastoral team meetings, and other relevant staff briefings and meetings
- Maintaining personal CPD portfolio for NMC revalidation and staying abreast of current best practices in nursing
- Maintain up-to-date knowledge of safeguarding through liaison with the Senior Deputy Head - (Pastoral) (Lead DSL) and by undertaking Designated Safeguarding Lead (DSL) training

### **Health and Safety:**

- Working with staff to ensure the timely completion of accident records, maintaining accident records, and following school policy in the submission of RIDDOR reports
- Attending and reporting termly accident summaries to the Health and Safety Committee

### **Administration:**

- Responsible for obtaining and processing all medical-related admissions data for new students using SIMS, ensuring compliance with the school's data protection policy
- Maintaining medical records accurately to a high standard, confidentially and safely using the School MIS system and Medical Tracker and Return to Play
- Responsible for managing the budget and procuring stock for the First Aid Room and other supplies, including medication
- Ensuring compliance with regulatory requirements
- Supporting the SLT in gathering information for reports on trends in the emotional and physical health of students for communication to Governors

### **Additional responsibilities**

- Commitment to continuing personal and professional development and evidence recent development
- Appreciation of, and sympathy for, the objectives of an independent school
- Support staff are welcome to contribute to the extra-curricular life of the school

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by the Senior Deputy Head (Pastoral) or Bursar (Operations).

## **Person Specification**

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The table below indicates what skills/qualities would be considered essential or desirable and how these will be tested during the recruitment process.

<b>Skills/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Registered Nurse (Adult or Child) with valid NMC PIN	Y	
Experience working with young people in an education, community or hospital setting		Y
Specialist Community Public Health qualification (SCPHN)		Y
Excellent communication and interpersonal skills	Y	
Clear empathy for and understanding of boys' development and needs	Y	
Leadership Skills	Y	
Tact and absolute discretion in dealing with all matters	Y	
An adaptable and proactive attitude	Y	
Ability to respond calmly, quickly and willingly to urgent and unexpected requests and situations	Y	
Strong autonomy and prioritisation skills and management of own workload	Y	
Sound understanding of child development and health issues relating specifically to young people	Y	
Ability to communicate with accuracy and confidence, both in written and verbal form, with a range of audiences, including support staff, teaching staff, boys, parents and external agencies	Y	
Clinical supervision/reflective practice skills	Y	

## **How to apply**

To apply for this role, please forward a completed **application form, equal opportunities monitoring form** (both available for download at <https://kes.org.uk/about-us/work-with-us/>) and a **covering letter** addressed to Danny Kennedy (Senior Deputy Head (Pastoral)), outlining why you feel that your skills and experience would equip you to take on this role, by email to:

[kesrecruitment@keschools.org.uk](mailto:kesrecruitment@keschools.org.uk)

The deadline for applications is **9am Monday 30<sup>th</sup> June**. Interviews will provisionally take place in week commencing 7<sup>th</sup> July.

If you have any queries about the role or would like to discuss it in more detail, please contact Jenny Butterworth, Bursar – Operations, by email: [j.butterworth@keschools.org.uk](mailto:j.butterworth@keschools.org.uk)

*King Edward's 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 invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website [www.kes.org.uk](http://www.kes.org.uk).*