

## **Job Title: School Nurse (Residential)**

### **About our School**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to 285) pupils are Day Pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter. Music permeates the whole life of the school and is central to our ethos, in the context of a holistic education.

Until September 2023, all Cathedral Choristers were boys; we now educate girl Choristers as Day Pupils (they will board from September 2025, following a major refurbishment project).

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Around 85 teachers and support staff (full and part time), all contribute, directly or indirectly, to the safety and wellbeing, the holistic development, progress and success of our pupils. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

### **Job Description: School Nurse (Residential)**

#### **Purpose:**

We are looking to recruit a residential nurse to join our dedicated boarding team on a full time, fixed term basis for one year in the first instance.

This is an opportunity for an enthusiastic and caring practitioner to work with our boarders to provide medical care, and also pastoral support to boarders, during boarding hours.

Accommodation is provided on-site for this post and work is undertaken on a shift pattern throughout the week, starting from the end of the school day (15:30) until bedtime (21:30), including being part of the rota for overnight call.

## **Responsibilities and Tasks:**

All staff are expected to uphold the Aims and Principles of the School, understand and follow school policies and to follow the Staff Code of Conduct. The responsibilities of the post include:

### **Nurse responsibilities:**

- Offer day-to-day medical care and support to boarders, addressing minor illnesses, injuries, and medical concerns.
- Provide overnight on-call support (Monday - Friday), ensuring round the clock care for boarders.
- Safely administer prescribed medications and ensure accurate record-keeping of pupil's prescriptions and treatments.
- Conduct regular health checks, including assessing physical and emotional well-being of pupils, and referring to specialists when necessary.
- Respond to medical emergencies promptly, including first aid and arranging for further medical care if required.
- Maintain accurate and confidential pupils' health records, ensuring compliance with school policies and legal requirements.
- Provide guidance on health and wellness topics, including hygiene, nutrition, mental health, and general well-being.
- Support high-quality pastoral care, providing a supportive and nurturing environment for pupils living away from home.
- Communicate with parents, guardians, and external healthcare providers regarding pupils health needs and progress.
- Ensure the school's health policies and procedures are followed, including the prevention of infectious diseases and management of allergies.
- Work closely with the residential team, teachers, and leadership to support pupils' well-being and academic success.
- Maintain professional registration and qualifications as required.

**As a member of the residential boarding team, the school nurse will be included in the wider team responsibilities as set out below:**

- Understanding and supporting the unique needs of the Chorister programme, in which a world-class level of achievement is rooted in holistic wellbeing
- Supporting the Head of Boarding in all safeguarding and wellbeing matters, bringing any concerns promptly to the attention of the Head of Boarding, Deputy Head of Boarding or DSL as required in line with Child Protection policy and procedures
- Undergoing induction to boarding and maintaining continuous professional development

- Being aware of and compliant with the current National Minimum Standards for boarding schools and the expectations of residential staff set out in the Boarding Handbook
- Ensuring that the standard of behaviour of Boarders is of the highest possible standard, and meets community expectations, consistent with the school's rules and ethos
- Ensuring that routines, expectations and arrangements (e.g. for music practice, prep and bedtimes) are understood and consistently followed by Boarders
- Contributing to the supervision of pupils while in the Boarding House, on a rota basis
- Assisting with a programme of relaxation and leisure activities, including off-site trips, particularly during weekends and the extended terms for Choristers at Christmas and Easter
- Liaising as necessary with:
  - the Cathedral Music Department team
  - the medical team
  - form teachers
- To ensure seamless support for choral and academic development and pastoral care
- Attending Cathedral services and external engagements in support of the Choristers as required
- Undergoing induction to boarding and maintaining continuous professional development
- Supporting boarders with prep, catch-up work and music practice as required
- Keeping records as required by the Head of Boarding in order to ensure that the Boarding House meets all statutory requirements
- Keeping the boarding house neat and orderly and encouraging the boarders to do so
- Supporting with household routines such as laundry
- Maintaining awareness and good practice in Health and Safety matters, reporting any Health and Safety concerns promptly to the Head of Boarding such other duties as are reasonably requested by the Head

### **Line Management:**

This post is line managed by the Head of Boarding

### **Safeguarding:**

*Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.*

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.

### Person Specification:

	Essential	Desirable
<b>Qualifications, Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Registered Nurse (RN Child/RSCN or equivalent.</li> <li>• Evidence of continuing professional development (CPD) e.g.: asthma, diabetes, mental health.</li> <li>• First Aid at Work and Pediatric First Aid in Schools (school will provide training costs if needed)</li> <li>• Previous experience of working with children eg: community nursing.</li> <li>• Practical experience and understanding of the social, emotional, academic, health and safety needs of child health.</li> <li>• Good language skills.</li> <li>• Good general IT skills (training can be provided)</li> <li>• Commitment to safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid instructor qualification</li> <li>• Experience of working as a nurse in an educational setting.</li> <li>• Experience of working with children, either in an employment or voluntary capacity, including safeguarding training.</li> <li>• Experience of following safeguarding and compliance policies and practices.</li> </ul>
<b>Personal competencies and qualities</b>	In addition to sharing our whole staff commitment to safeguarding and promoting the wellbeing of our pupils and to our Aims and Principles, the successful candidate will be able to provide examples from work or wider life experience of:	

	<ul style="list-style-type: none"> <li>• A calm, consistent, and nurturing approach</li> <li>• Able to create an engaging learning environment tailored to individual needs.</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to work under pressure</li> <li>• Effective communication with children, colleagues and parents</li> <li>• Commitment to undertaking professional development</li> <li>• Commitment to equal opportunities for all in our community</li> </ul> <p>Key qualities for this role are: reliability, organisation, punctuality, flexibility, enthusiasm, creativity, patience and empathy.</p>
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## Hours, Terms and Conditions:

### Working Hours:

The working hours are from 15:30-21:30 Monday to Friday. For Academic year 2025-2026 this role will include working until 10:30 on a Saturday morning but the rest of the weekend is covered by the team.

Attendance at termly INSET is also required, as is attendance at the compulsory Cathedral services including Advent and Palm Sunday (falling on Sunday's).

A competitive salary is offered, commensurate with qualification and experience.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

We are committed to supporting the professional development of all our team members; all staff may apply to the Deputy Head for support with relevant training courses.

Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

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## Application

All applications must be made via our **School application form** on the TES (not the TES form) or the St Paul's Cathedral School website, accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes. The deadline for application is Monday 19<sup>th</sup> May 2025.

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. Shortlisted candidates will be invited to view the boarding accommodation as part of the interview process.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.