School Nurse



LUDUS SUPRA PRAEMIUM

School Nurse

Salary: NJC Grade 6 £37,563– £42,123 – Actual Working Weeks Salary – £24,014 - £26,929 – Term-Time Only – paid for 44.85 weeks per year
Monday to Friday 9.00am – 3.30pm – 1 hour lunch break – 27.5 hours per week

Required: As soon as possible

Bring your skills and enthusiasm and come and join our pastoral team taking a leading role in supporting students' health and well-being so they can participate fully in an active school life.

- Take a leading role in supporting students' health and well-being.
- Provide high-quality medical care, ensuring that students receive medical support as required and that relevant individuals are fully informed.
- Work closely with a variety of stakeholders, including parents, staff with pastoral responsibilities and external agencies.
- Provide day-to-day first aid, treatment of minor ailments, diagnosis of illness and decision making on fitness for school, as well as advice and keeping parents fully updated on their child's welfare during the school day, which is vitally important.

We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at recruitment@wghs.org.uk.

Closing date for applications: 9.00am on 24 November 2026

Interview date: 30 November 2026



Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving five successive "Outstanding" inspections. In the most recent inspection in November 2023, we were graded Outstanding in every category.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

Mrs Trudi Young
Headteacher









Ludus Supra Praemium

"the game before the prize"

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!





Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive ‘Outstanding’ inspections.

Our school motto: Ludus Supra Praemium, emphasises the value of taking part as a member of the school community. We encourage developing skills for lifelong success, developing happy, confident and resilient young women.







Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (164) and 7 Service Children. 20 students are eligible for the 16-19 Bursary and we have 1 Looked After Child.

We have 51 students with SEND needs.

The proportion of students from ethnic minority groups is 82% with Indian students making up 38% and 35% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



Our Staff

We have 135 staff; 85 teachers of whom 26 are part-time; and 50 support staff. There are 15 Curriculum Leaders, 2 Directors and 4 House Leaders. The Extended Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers, 2 Associate Senior Leaders and 3 Senior Support Staff.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.

Job Description – School Nurse

Reporting to: Deputy Headteacher

Pay Scale: NJC Grade 6 (Point 17.0 – 22.0)

RESPONSIBILITIES AND ACCOUNTABILITIES: STUDENT SUPPORT

- To take a lead role in delivery of support to students in need.
- Provide advice to students relating to their social, health and emotional development needs.
- Undertake assessments of students to determine those in need of particular help.
- Establish productive working relationships with students, acting as a role model.
- Challenge and motivate students, promote and reinforce positive self-esteem.

PROVISION OF MEDICAL CARE

- Ensure the best possible first response medical care is available to pupils.
- Treat pupils as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- Where necessary, arrange to get the pupil / person home safely or to alternative care e.g. the individual's GP or to hospital.
- Administer medication in accordance with School policy.
- Liaise with parents and staff on medical and mental health in accordance with School policy.
- Ensure medical questionnaires and all relevant parental consent forms to administer or carry medicine etc. upon joining the school and at further agreed stages are obtained, retained and recorded.

ADMINISTRATION

- Maintain excellent records - all medical information kept updated and secure, both in hard copy and in Microsoft Teams.
- Document treatment, medication and relevant action taken.
- Maintain up-to-date lists of pupils with severe allergies and holders of Epipens, asthmatics and other medical alerts, ensuring these lists are readily available to staff.
- Ensure that medical and first aid equipment is maintained and re-stocked.
- For every trip, visit or excursion off site with pupils, ensure that appropriate first aid kits and pupils' individual medical needs have been identified, assessed and discussed with the relevant staff accompanying the trip.
- Act as first responder for any accidents which require medical attention on school premises.
- Ensure that any first aid given is recorded in a timely and accurate manner.
- Where appropriate, work with the Deputy Headteacher to ensure that the RIDDOR form is completed and submitted in good time.
- Keep parents informed of any accident or incident involving their child, including any resultant treatment.
- Ensure safe storage, usage and disposal of medical supplies and drugs, adhering to all expiry dates and replenishing as required.
- Maintain first aid kits around the school and up-to-date lists of all staff with first aid training, identifying the need for refresher training, as required.
- Implement health care plans where appropriate; provide support and training to staff for pupils in the classroom and in extra-curricular activities.
- Assist with student support admin as appropriate.

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COORDINATING IMMUNISATION

- Liaise with local health authorities to organise immunisation programmes and agree appropriate dates with the Headteacher
- Arrange and manage communications with parents to obtain consent.
- Maintain records in school.

TRAINING AND COMMUNICATION

- When requested, provide first aid updates for staff.
- As required, raise awareness of medical and health issues to pupils and staff via appropriate channels of communication.
- Meet regularly with pastoral staff to provide effective pastoral care for all pupils, including attendance at weekly meeting.
- Attend the termly Health and Safety Committee.
- Work with relevant staff to prepare for policy reviews where appropriate.

OTHER

- Undertake other reasonable duties that are commensurate with the post, as required.

OTHER SPECIFIC DUTIES

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.
The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.
The Support Staff Team members have a key function of providing the interface between the School, the public and the parents.
A high priority is to be given to standard of presentation of all written communications, booklets and information sheets.
Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.
Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.

Person Specification – School Nurse
Reporting to: Deputy Headteacher

AREA	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND EXPERIENCE	Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths. Minimum of 2 years' experience working with children of relevant age. Experience of working with students with additional needs. RSCN, RN Child or RGN qualified with relevant experience.	
KNOWLEDGE AND UNDERSTANDING	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Working knowledge of national curriculum and other relevant learning programmes. Understanding of principles of child development and learning processes and in particular, barriers to learning. Full understanding of range of support services/providers.	
SKILLS AND ABILITIES	Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. Effective use of ICT and use of, or willingness to learn and use SIMS. Good communication skills. Ability to work both independently and as part of a team. Meticulous record-keeping skills and strong attention to detail. Highly efficient with strong prioritisation and multi-tasking skills. Strong organisational skills. Ability to work independently and as part of a team, with a positive and accommodating attitude. An ability to communicate confidently, calmly, and sensitively at all times with a diverse range of stakeholders. Excellent presentation and communication skills, both verbal and written. Enthusiastic and self-motivated with a thorough approach to tasks.	

Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time

wellhub

Gym Pass scheme available to all staff



Opportunities for career development



Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time

Paycare

Paycare health and wellbeing plan (including counselling service) available to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing.



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post

2. The experience you believe to have prepared you for the post

3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to **recruitment@wghs.org.uk**

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.

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