



CANDIDATE INFORMATION PACK

# SCHOOL NURSE

# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We wish to appoint an enthusiastic Registered Nurse to provide a clinically effective, high quality and professional nursing service to our School community, including emergency and in-patient assessment, treatment and care to pupils, and emergency and first aid care to anyone either working at or visiting the School.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



**VICKY BINGHAM**  
**HEADMISTRESS**





# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2024, 70% of GCSEs were a grade 9, and a notable 89% of grades were 9/8. At A-Level our students achieved an impressive 46% A\* grades, 84% A\* - A and 96% A\* - B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41 in 2024, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# SCHOOL NURSE

## THE OPPORTUNITY

The role of the School Nurse is to work both independently and as part of a team with our Health Care Professional, our Head of Mental Health and Wellbeing and two School Counsellors to support the medical and pastoral care of students.

## THE ROLE

As our School Nurse you will be responsible for the provision of first aid and medical treatment to girls and school staff throughout the school day and, on occasions, at extra-curricular activities out of school hours. Additionally, you'll be responsible for establishing and maintaining medical records for each student and, on occasions, for staff. The School Nurse is responsible for preparing individual health plans/treatment protocols where appropriate and liaising with staff, parents and external health professionals, taking issues of safeguarding and confidentiality into consideration.

Working in our modern purpose built Medical Centre, you'll be responsible for the safe storage, ordering, usage and disposal of medical supplies, vaccines and drugs, and for ensuring that the first aid kits around the school are in order with the correct supplies, including the issue of first aid kits for school trips.

## LINE MANAGER:

Head of Mental Health & Wellbeing

## CONTRACT:

Working term time only plus 5 INSET days (34 weeks per year).

## HOURS OF WORK:

40 hours per week

**Times of work:** Between Monday to Friday, 8.00 a.m. – 4.30 p.m. with 30 minutes lunch

## ACTUAL SALARY:

£51,080 - £56,383 FTE

Actual pro rata salary £39,142 - £43,205 depending on skills and experience.

## MAIN RESPONSIBILITIES

### Promoting the Health, Safety and Wellbeing of Pupils and Staff

At all times the School Nurse will:

- Maintain awareness of and comply with the School's Health & Safety policy.
- Where appropriate, conduct and document risk assessments in his/her area of responsibility
- Work closely with other members of staff to facilitate excellent pastoral care, including close liaison with Heads of School and School Counsellors.
- Stay on top of Public Health matters and liaise with the Senior Team where required.
- Run INSET as appropriate and as agreed with the Deputy Head Pastoral.

## Key Responsibilities:

- Day to day responsibility for running the medical centre and the services provided for all pupils, staff and visitors.
- Planning, organising and monitoring the provision of health care across the School
- Support of first aiders to ensure adequate levels of care are provided
- Writing policies, procedures, individual pupil care plans and welfare plans and ensuring these are kept up to date
- Ensuring his/her own nursing practices comply with the professional Code of Conduct
- Ensure they revalidate every three years and remain on the NMC register with a valid PIN number
- Participating in relevant CPD to ensure that treatment, advice and information are current, evidence based and in line with current legislation
- Keeping up to date with health promotion initiatives
- Ensuring children follow a safe return to normal activity following concussion
- Keeping a register of pupil specific medical needs and maintaining school medical records.
- Administer medicines as necessary.
- Maintain and store sufficient levels of medical supplies and drugs.
- Managing the security and control of drugs and medicines, maintaining a clear audit trail.
- Provide pupils and staff with first aid in emergencies and as a result of an accident or incident on the premises.
- Communicate with parents as and when appropriate.
- With HR manage and implement a rolling programme of first aid training to ensure staff have first aid skills as appropriate to their role.
- Manage childhood immunisations as required.
- Maintain such records and statistics as are required.
- Gather appropriate medical information and maintain necessary records and statistics. Passing these to the COO or DHP for review at Governors meetings.
- Work alongside the catering and pastoral teams as appropriate.
- Complete all relevant forms following accidents.
- Deal with bodily fluids in accordance with School policy.
- Maintain professional competence by attending courses and keeping knowledge up to date on areas such as chronic diseases and childhood ailments.
- Provide teaching staff with pupil based medical information prior to school trips and outings.
- Ensure the maintenance of all first aid kits on site and in School vehicles, checking these on a termly basis.
- Ensure that the School's medical protocol is adhered to at all times.
- In liaison with the Deputy Head Pastoral and Heads of School participate in PSHE lessons on subjects such as puberty, sexual Health, breast examination and leading a healthy lifestyle.
- Implement the provisions of the School's Child Protection policy.
- Attend school open days, outings and events as required, e.g. School bonfire night.
- Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required by the Line Manager or Senior Team.
- Ensuring confidentiality and integrity at all times, on all school matters



# THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

## PERSON SPECIFICATION

**It is highly desirable (but not essential) that applicants have the following attributes**

## EDUCATION & QUALIFICATIONS

RSCN, RN-Child or RGN with relevant experience.

A First Aid at Work Certificate will be required, training can be arranged if necessary.

## SKILLS & ABILITIES

The ability to work independently as well as part of a team.

A good working knowledge of Microsoft Outlook and Word.

Experience of TEAMS.

Basic EXCEL knowledge.

## EXPERIENCE & KNOWLEDGE

Ideally a minimum of 3 years post registration experience.

School nursing experience would be a distinct advantage or experience in pediatric nursing, mental health, adolescent health or A & E.

Working as part of a team.

Working within a school environment.

An understanding of the independent school sector.

Flexibility.

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm.

A sensitivity to the needs of young people and a commitment to their support, care and nurture.

Ability to maintain strict confidentiality.

Enthusiastic, and self-motivated to get the job done to the highest standards.

Reflective practitioner.

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS, CONDITIONS & BENEFITS

## KEY DATES

### Closing date for applications:

Wednesday 30<sup>th</sup> April 2025 at 7.00am

### Interview Date:

Wednesday 7<sup>th</sup> May 2025

**Start Date:** Required as soon as possible

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

## EYE CARE SCHEME

NLCS contributes towards eye care costs.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

## FEE REMISSION

Staff are eligible for 60% fee remission for up to two daughters that meet the entrance criteria. The remission is pro-rated for part time staff.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



North London   
Collegiate School  
Founded 1850

