



ST JOHN'S BEAUMONT PREPARATORY SCHOOL

OLD WINDSOR



Lead School Nurse
Candidate Information Pack
September 2025





ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. Please note that online searches may be performed on shortlisted candidates, including social media accounts.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age,





disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into a pension scheme.

HOLIDAYS As a term-time only role, you will be expected to take holiday during the school holidays. The school terms run across roughly 36 weeks of the year.

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time a freshly prepared, nutritious lunch is available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible arrangements within the school's operational needs

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.



JOB DESCRIPTION

Job Title	Lead School Nurse
Group	Medical
Reports to	Head of Boarding and Deputy Head Pastoral
Responsible for	-

JOB PURPOSE

St John's Beaumont School is seeking to appoint a Lead School Nurse to deliver excellent nursing, health and pastoral care to all pupils, as well as supporting other aspects of the wider school life. The selected candidate will engage in a professional and friendly manner when dealing with colleagues, pupils, parents and the community. The post-holder will work alongside the boarding and pastoral teams, supporting both of these departments closely, to provide a high standard of nursing care to boarders and day pupils. This role will involve the day to day running of the infirmary, including delivering first aid at sporting fixtures. The Lead School Nurse will be responsible for keeping accurate medical records, policies and procedures, advising colleagues and parents when required.

This is a full-time post for 37.5 hours per week on a rota, term time only (approx. 36 weeks including INSET days). Occasional overnight duties in Boarding to cover colleagues where necessary, and occasional bank shifts as required.

AN INTRODUCTION TO THE INFIRMARY

The Infirmary consists of a clinical room, a bathroom, and Sick Bays for the care of unwell boarders (with the ability to isolate those with infectious diseases), and will be staffed by the Lead School Nurse. The School also benefits from the expertise of a School Doctor who visits the boarders around once a week and is also on call when needed.

The vast majority of our pupils are healthy and visit the Infirmary for assessment and treatment of minor illnesses and injuries. Some have medical needs ranging from well-known conditions, such as asthma and eczema to more complex conditions, such as chronic conditions and severe allergies. Underpinning our nursing care and all interactions with the pupils is our wish to treat each child how we would like our own children to be treated.

ROLE SPECIFICATION:

- Start Date: September 2025
- Working hours: 37.5 hours per week on a rota, term-time only plus INSET days at the start and end of every term, with occasional weekend work and attendance at School events and functions.
- Salary: depending on experience



ROLE OVERVIEW:

Nursing, Boarding, Health and Safety

- Lead the School Medical Department to ensure high quality evidence-based care for all pupils, following the BSA National Minimum Standards and adhering to the NMC code of professional standards and other advisory papers.
- Ensure up to date pupil care plans, in liaison with pupils, parents, wider staff and other healthcare professionals.
- Provide necessary first aid and emergency treatment throughout the School day, including at sporting fixtures.
- Perform new pupil medical examinations and other health surveillance.
- Operate procedures for control of infectious diseases, including COVID-19 measures and safe disposal of clinical waste.
- Identify pupils needing further assessment, referring to appropriate healthcare professionals.
- Liaise with boarding staff to arrange medical, dental or other appointments for boarders, inc. transport & escort.
- Assess, plan, implement and evaluate in-patient care of pupils admitted to the Medical Centre (within agreed levels of competence).
- Ensure pupils are medically prepared for school trips and fixtures.
- Maintain safe storage, usage and disposal of medical drugs and supplies.
- Maintain treatment room stock, first aid kits, hygiene and tidiness at all times.
- Dispense medication to pupils, following departmental protocols and keep accurate records.
- To be on-call for the boarding team over the weekend, if necessary.
- Assist with boarder's check-in and check-out for School holiday and guestroom, ensuring medication and relevant instructions are dispensed and received accurately.
- Keep accurate, confidential medical nursing records, using school systems.
- Maintain and distribute up-to-date pupil allergy and medical alert records, communicating this to staff and the catering department.
- Contribute actively to a health and safety culture, including sharing accident reports, near misses, and maintenance issues promptly, attending Health and Safety Committee meetings and identify patterns and improvements.
- Identify the need for, and develop / review, departmental and relevant school policies, relating to the health, well-being and nursing care of the whole school community.
- Carry out and review departmental risk assessments.





Health Education and School Liaison

- Ensure seamless, continuous care of pupils across medical, boarding, pastoral, and academic departments.
- Promptly inform parents/carers of all pupil health issues, accidents, and medical interventions.
- Share relevant information with parents/carers, boarding staff, catering, Senior Leadership Team, SENCo, and other departments as necessary, whilst remaining mindful of the need for patient confidentiality.
- Liaise with external health care professionals and services to ensure pupils' needs are met (e.g., GP, Pharmacist, Immunisation Team, Social Services, Dietician, Dentist, Opticians).
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals, including assisting the local NHS Immunisation Team to distribute consent forms and support in-school vaccination sessions.
- Keep up-to-date with current health promotion initiatives and promote health education, including healthy food and lifestyle choices, and supporting boarding pupils to meet their dental and hygiene needs.
- Assist teachers to deliver PHSE lessons as required (e.g. 1st Aid teaching).
- Produce a health promotion schedule, appropriate to the time of year and national awareness days, and produce informative and age-appropriate displays for the Infirmary boards.
- Share up-to-date health initiatives with staff, and contribute to staff medical training, including annual Allergy Awareness and AAI training.
- Be responsible for maintaining the Off Games List.

Other Duties:

- Support school events (e.g. Sports Days, Open Days), including occasional weekends.
- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the school's safeguarding policies.
- Be conversant with and adhere to the school's Child Protection & Safeguarding, First Aid and Data Protection policies.
- Uphold the ethos and values of St John's Beaumont School.
- Be responsible for meeting the requirements for revalidation and maintaining nursing registration as set out by the NMC, identifying areas for professional development and liaising with the Bursar to ensure these are met.
- Any other reasonable task as directed by the Bursar or Headteacher.





PERSON SPECIFICATION:

	Essential Desirable	/
Knowledge		
<ul style="list-style-type: none"> • Able to use dedicated IT systems to maintain contemporary nursing records. 	E	
<ul style="list-style-type: none"> • Strong knowledge of paediatric medical care. 	E	
<ul style="list-style-type: none"> • Strong knowledge of safeguarding children. 	E	
Experience		
<ul style="list-style-type: none"> • Experience of working alone and in teams in a healthcare/medical setting. 	E	
<ul style="list-style-type: none"> • Paediatric or A&E experience. 	D	
<ul style="list-style-type: none"> • Experience of working in a school, particularly with boarding. 	D	
Skills & Personal Qualities		
<ul style="list-style-type: none"> • Excellent written and verbal communication skills. 	E	
<ul style="list-style-type: none"> • Strong organizational skills for prioritising, time management, flexibility and problem solving. 	E	
<ul style="list-style-type: none"> • Demonstrating excellent interpersonal skills, with an ability to show empathy, patience, tact, humour and professionalism. 	E	
<ul style="list-style-type: none"> • Shows initiative, striving for continuous improvement and the delivery of excellent care. 	E	
Qualifications		
<ul style="list-style-type: none"> • Up to date NMC registration. 	E	
<ul style="list-style-type: none"> • Evidence of ongoing professional development. 	E	





HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's Office bursaroffice@sjb.email for an application form.

CLOSING DATE

Monday 28th July 2025 at 10.00am

We reserve the right to close the application deadline early, and make an appointment before the closing date.

