

PACK FOR THE POST OF  
**Prep School Nurse**

Town Close School



**NORWICH'S FINEST PREP SCHOOL FOR  
GIRLS AND BOYS 3-13 YEARS**

September 2025





# A WARM WELCOME

**From the Head at Town Close School, Norwich**

**This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.**

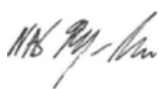
Town Close School is a co-educational day school of over 430 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large town houses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification sports hall was opened in September 2009, a superb performing arts hall in January 2010 and the Pre Prep and Nursery was extended and re-furbished in 2017. A second science lab was opened in January 2025 and a drama studio and renovated Reception garden will be opened in September 2025.

Education lies at our core with pupils motivated to achieve, maintaining our outstanding reputation, with the encouragement of dedicated, capable staff and a loyal, supportive parent body.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each pupil. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Town Close School underwent a routine inspection in February 2022 conducted by the Independent Schools Inspectorate. The 'excellent' status was given in all areas of Education Quality Inspection, and the inspectors found the School to meet all requirements of the Compliance Inspection. Both reports can be viewed via our website [www.townclose.com](http://www.townclose.com).

We look forward to hearing from you.



# JOB DESCRIPTION

## Main Duties and Responsibilities

The Prep School Nurse plays a vital role in ensuring the health, safety and wellbeing of pupils and staff. This includes providing first aid, managing medical conditions, promoting health education and ensuring compliance with UK health and safety regulations. The role requires excellent clinical skills, a caring approach and the ability to work closely with pupils, parents and staff.

The role will report to the Deputy Head (Pastoral). The post holder will be based in the School's medical room and will be working with pupils aged 2-13, although those aged between 2-7 will have basic day-to-day first aid administered by the Pre Prep team. The post holder will also occasionally be required to support School trips, events and sporting activities.

## Healthcare and First Aid

- Provide first aid and emergency care to pupils and staff.
- Assess and treat minor illnesses and injuries, referring to external healthcare professionals, included but not limited to the School Doctor, where necessary.
- Administer prescribed medications and treatments in line with School policy and parental consent.
- Maintain accurate medical records, including immunisation status and care plans for pupils with medical conditions (e.g. asthma, diabetes, epilepsy).
- To carry out routine health checks on all pupils at scheduled intervals and follow up any concerns arising from these.
- To provide advice in relation to School trips - medications to take and advice on health issues relating to specific children.

## Health and Wellbeing Promotion

- Promote a healthy lifestyle through health education initiatives.
- Support mental health and wellbeing strategies in collaboration with pastoral care teams.
- Develop and implement policies on hygiene, nutrition and infection control.
- To provide any other health education advice or delivery as required.

## Safeguarding and compliance

- To fulfil the role of Deputy Designated Safeguarding Lead (DDSL).
- Ensure the school adheres to UK health and safety regulations, including Public Health England (PHE) guidance.
- Monitor and manage communicable diseases within the School community.
- Keep up to date with national policies and best practices, such as the Department for Education (DfE) guidance on supporting pupils with medical conditions.
- Conduct risk assessments for pupils with medical needs and contribute to Individual Healthcare Plans (IHPs).
- Train staff in first aid, anaphylaxis management and other relevant health topics.

## Communication and Collaboration

- To review medical health questionnaires submitted by parents for all children and seek clarification if necessary and advise the School on any stated health or disability issues.
- Work closely with parents, GPs and healthcare professionals to manage pupil health needs.
- Liaise with School staff, including safeguarding leads, SENCOs and pastoral teams to ensure pupils receive appropriate support.
- Maintain confidentiality and uphold professional nursing standards.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.
- Promote the safe use of the School’s IT resources.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Prep School Nurse will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

PERSON SPECIFICATION

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"><li>• Registered Nurse (RN) with active NMC (Nursing and Midwifery Council) registration.</li><li>• Experience in paediatric, school or community nursing is desirable.</li><li>• First Aid at Work (FAW) and Paediatric First Aid certification preferred.</li><li>• Deputy Designated Safeguarding qualification or willingness to undertake such.</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Knowledge of UK safeguarding policies and procedures.</li><li>• Strong communication, organisational and decision-making skills.</li><li>• Ability to work independently while being part of the wider School team.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the School.</li><li>• Ability to work under pressure and prioritise effectively.</li><li>• Commitment to maintaining confidentiality at all times.</li><li>• Commitment to safeguarding and equality.</li></ul>



# TERMS OF APPOINTMENT & APPLICATION PROCESS

## Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Support Staff Pay Scale and will be between points 29 - 35 (£34,986 - £41,396 pro rata). Staff also receive a laptop and iPad for their professional use and the School provides excellent catering for all staff, including a delicious lunch.

## Working hours

The role is full time with working hours between 8.15am - 4.15pm Monday to Friday. Working weeks will be term time plus INSET days (37 weeks per year). Job shares will be considered.

## Benefits include

- School lunch and refreshments throughout the day
- Laptop and iPad for professional use
- Onsite parking
- Discounted school fees for your child/ren
- Pension scheme
- Free flu jab on site

## Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

## Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Mr N Tiley-Nunn, Headmaster

Either by email to: [headsec@townclose.com](mailto:headsec@townclose.com) or post to:

Town Close School  
14 Ipswich Road  
Norwich  
NR2 2LR

Closing date: Friday 4th July 2025 at 4.00pm

Interviews: To be arranged in the summer holidays