



JOB DESCRIPTION

JOB TITLE: School Nurse

GRADE: NT6 on the Non-teaching staff salary scales

REPORTING TO: Health and Wellbeing Lead

ROLE OVERVIEW

The School Nurse will be responsible for providing a clinically effective, high quality service to the pupils of Truro School. The School Nurse will plan, deliver and evaluate school nursing involvement throughout the School and is expected to work in partnership with pupils, parents, school personnel, GPs and other appropriate agencies to carry out health surveillance, health promotion, pastoral care and other public health initiatives required by the school.

KEY FUNCTIONS

Professional

- Adhere to the NMC Code of professional standards for Nurses, and to maintain Revalidation requirements
- Be familiar with relevant medical issues and taking opportunity for personal and professional development in line with current medical standards
- Maintain the standard of care within the Medical Centre in line with the overall philosophy of pupil physical, mental and emotional well-being at Truro School
- Provide confidential advice and /or support to all pupils and staff as necessary
- Be a key member of the School Senior Pastoral Team

Clinical

- Provide a high standard of service to pupils at Truro School within professional competence and adhering to NMC guidelines.
- Assess, implement and evaluate in-patient care of pupils admitted to the Medical Centre for optimum health and education needs.
- Provide first aid and emergency care and treatment as necessary to all pupils and staff at Truro School.
- Attend pastoral meetings and liaise with other pastoral heads and teachers regarding specific pupils and acute needs maintaining confidentiality.
- Liaise with the Deputy Head with Safeguarding responsibility on all and any issues of child safeguarding
- Implement NMC recommended safe storage, usage and disposal of medications
- Maintain pupil records, both hard copy and electronic, as appropriate in line with Data Protection Legislation, NMC Code and Independent Schools Standards

- Arrange for appropriate departmental training within requirements of NMC Revalidation and school requirement
- Review and write medical policies according to current protocols for both the School and Medical Centre
- Maintain treatment room stocks, hygiene and tidiness
- Maintenance of general office procedures, departmental budgeting and adequate staffing.
- Attend meetings as required within/outside of the department/school
- Operate procedures for infectious diseases control
- Follow procedures for safe disposal of clinical waste
- Work closely with other members of the medical centre team to ensure seamless and continuous care
- Liaise with all other School departments and parents as necessary
- Liaise with external medical/pupil related agencies where required

Responsibilities to Boarders

- Maintain National Minimum Standards (NMS) and ISI Standards and regulations for boarding pupils to promote good health and wellbeing
- Ensure adequate health information gained before starting School from the medical questionnaire and produce individual care plans where necessary for pupils with complex medical needs.
- Evaluate health screening of boarders and produce individual care plans as required for the use of boarding staff
- Evaluate all boarder's vaccination status, liaise with Cornwall & Devon School Age Immunisation Service to keep pupils' vaccine status up to date in line with the NHS England School Immunisation Programme.
- Arrange for boarding pupils to attend any medical, dental or other health appointments as necessary
- Liaise daily with boarding staff to provide a seamless communication for pupil care, and act upon daily reports received from the boarding houses
- Work with the Head of Boarding to maintain annual training of all boarding staff in the administration and storage of medicines

Other responsibilities

- Be a source of advice on health matters to all School staff as required
- Maintain training as supported by the School for NMC Revalidation, Safeguarding, First Aid at Work, and membership of NMC and RCN
- Maintain appropriate levels of confidentiality including the general business of the School and information regarding specific individuals
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PERSON SPECIFICATION

Essential Criteria

- Nursing degree
- Current NMC Registration
- At least 3 years nursing experience related to child/adolescent health
- Flexibility to meet the needs of the school community
- Ability to prioritise, manage changing priorities, and work independently
- Ability to communicate effectively both verbally and in writing
- Evidence of professional development

Desirable Criteria

- Accident and Emergency/ Minor Injuries experience
- Mental health training/experience
- Experience in child safeguarding issues

ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with pupils.
- Core hours for the Medical Centre are 8.30am until 5.00pm, Monday to Friday during term time only.
- This is a job share, with this postholder required to work from 8.30 am on Wednesday until 5.00pm on Friday.
- It may be necessary occasionally to stay in school overnight to provide overnight care for a sick boarder. If you are due to work the following morning, your hours for that day will be covered.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date reviewed: **August 2026**

Reviewed by: **Deputy Head (Pastoral) / Health and Wellbeing Lead**