



BRYANSTON

# Senior Nurse Manager

## Job Brochure





In 1928, a young schoolmaster and seven like-minded colleagues founded a school with the aim of 'putting right everything that was wrong with their own'. Although a natural innovator, J G Jeffreys respected good traditions and developed a vision for teaching and learning at Bryanston that drew upon the best of the new and the old, which is reflected in the school's motto *et nova et vetera*.

Today, the school continues to share much with many older independent schools, including the pursuit of academic and extra-curricular excellence. However, Bryanston is not bound by tradition. It is a forward-thinking and outward-looking school, proud of the calibre of its education, of the methods used to encourage and to achieve the best, of the family ethos which unites Bryanstonians past and present, and of how its pupils go on to make their mark upon and contribute to the world.

Old Bryanstonians pride themselves upon not fitting an instantly recognisable mould and certainly they do not in adult life, any more than at school, wear a 'uniform'. Instead, they tend to be happy in their own skin, to think for themselves, and to follow the paths which interest and motivate them. They know what they require to succeed and have well-practised strategies for achieving their potential.

Today's Bryanstonians are just as ambitious, for themselves and for each other. The challenge for us is to do the best that we can for them. That is what makes Bryanston such an exciting and special place to be.



# CONTEXT

Bryanston is a 3-18 independent, co-educational boarding school situated in Dorset. There are presently 770 pupils, of whom 82% are either full boarders or flexi-boarders. The school exists to provide an excellent all-round education to each individual in its care.

The Senior Nurse Manager ensures the provision of a robust health and medical service to ensure optimal pupil health and wellbeing is delivered at all times. The postholder will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the school and will also be responsible for the long-term strategic development of the Medical Centre in line with recommended best practice guidelines from the Royal College of Nursing and Boarding Schools Association.

The postholder is responsible for the management of the Medical Centre and leads the school nursing and Medical Centre Team in providing a clinically effective, high-quality service to the pupils of the School. This includes the assessment, evaluation, treatment and support of pupils. Further responsibilities include ensuring compliance of all medical records (including in the boarding houses); developing and implementing policies and procedures; managing positive relationships with all staff, pupils and parents and identifying areas of improvement to the care of the pupils.



# ACCOUNTABILITY

The Senior Nurse Manager reports to the Senior Deputy Head, DSL and Lead DDSL and is responsible for a team of nurses and clinical bank staff.

The postholder professionally relates to:

- The School Medical Officer
- Doctors and staff at the Quarter Jack Surgery, Wimborne
- The Safeguarding team
- The Assistant Head Pastoral and Assistant Head Pupils
- All relevant Health Care Professionals
- All colleagues at the School's Medical Centre
- The HR Department
- The Health & Safety Officer
- Houseparents
- Matrons
- Deputy Houseparents
- Residents
- Head of PSHE

The postholder organisationally relates to:

- Wider School Staff
- Pupils

# MAIN PURPOSE

## Professional

- Adhere to the NMC Code for Nurses and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- Exercise awareness of professional responsibilities by organising their own work to include time to become familiar with current relevant literature and undertaking personal and professional development in line with revalidation.
- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils.
- Develop and participate in a clinical audit programme.
- Responsible, in partnership with suitable others, for the appropriate development of protocols and patient specific directions.
- Act as a role model and motivate team members to work towards innovative high standards of practice.
- Follow the Dorset Safeguarding Children Partnership and school procedures for child protection and safeguarding children.
- Deliver exceptional levels of compliance with all relevant standards and regulations.



## Management

- Responsible for fostering open communication, mutual respect, and shared goals to build a happy, cohesive, and productive team where every member feels valued and motivated to contribute.
- Maintain the philosophy of care within the Medical Centre which is in line with the overall philosophy of the school.
- Adhere to the NMC Code of Conduct and ensure that all nurses are supported with their professional development also adhere to the NMC Code of Conduct.
- Develop a model of Clinical Governance and Clinical Supervision within the nursing team.
- Ensure that all nurses in the Medical Centre have personal development and appraisal plans in place throughout the year.
- Responsible for the recruitment, selection and development of nursing staff recruited to work in the Medical Centre.
- Responsible for the smooth and efficient running of the Medical Centre, ensuring efficient systems and processes are in place.
- Develop, review and revise Medical Centre policies, procedures, guidelines and risk assessments.
- Ensure all medication is stored and administered according to School policy and review annually.
- Ensure that the Medical Centre has the appropriately trained staff on duty at all times to reflect the needs of the whole school community.
- Manage allocation of tasks, deadlines and assigned roles across the team ensuring priorities are understood and acted upon.
- Coordinate health and wellbeing clinics held by outside agencies as required.
- Have a clear visual over the mental health and MSK care provision.
- Responsible for the management of the Medical Centre budget.
- Ensure adequate medical supplies and equipment are ordered and stored as required so that the Medical Centre is properly stocked at all times.
- Liaise with the safeguarding and pastoral teams regarding any concerns about individual pupils as needed.
- Hold regular meetings with key pastoral and boarding staff to provide advice on effective care for identified pupils.
- Ensure medical information and parental consent forms on entry to the school and at agreed stages of the school career are obtained in a timely manner and retained, keeping the Compliance Officer and Senior Deputy Head informed of any missing information.
- Ensure Medical Centre staff liaise with trip leaders regarding pupils' medical needs. Provide first aid kits and medication for external trips and visits as required.
- Ensure First Aid kits and equipment are replenished regularly, and that equipment is in good working order and serviced as required.
- Send information to parents and staff alerting them to certain illnesses as necessary.
- Take any necessary steps and act accordingly to alerts and information received by UK Health Security Agency and DfE.
- Ensure the storage and communication of personal information complies with the School's Data Protection Policy.
- Be accountable for ensuring any complaints are handled professionally and efficiently in line with school procedures.



- Be responsible for the off games register on SOCS.

### **Clinical**

- Work with the School Medical Officer to run the medical services operations efficiently.
- Provide a high standard of service to pupils within professional competence and NMC Code and guidelines.
- Responsible for the standards of nursing care of all patients.
- Ensure each boarding house has a named linked nurse and there is a satisfactory process of communication between the Medical Centre nurses, the Matrons and Houseparents.
- Oversee and manage pupil medical records, including liaising with parents and relevant medical professionals to ensure that all pupil records are current and up to date.
- Ensure there are appropriate systems organised within the school year to monitor and plan the care of all the pupil's health care needs. This includes carrying out health assessment, immunisation and health promotion programmes.
- Support pupils with disabilities, chronic and acute health conditions, formulating individual health care plans and liaising with the pastoral team, Houseparent, Matron and the relevant pupil, as well as community primary health care teams and advisory services as required.
- Take the lead in the planning and delivering of the national immunisation programme for school children to ensure the immunisation programme is organised appropriately for all pupils.
- Ensure there are appropriate processes in place to ensure immunisation for overseas travel/ residence, as recommended by the Department of Health.
- Ensure that a Code of Confidentiality is maintained.
- Alongside the Medical Centre team, assess and triage pupils who come to the Medical Centre, administering appropriate medical treatment and support.
- Provide confidential advice or support to all pupils and staff as necessary while remaining mindful of contextual safeguarding in a boarding school setting.
- Provide first aid and emergency care and treatment as necessary to pupils, staff and visitors.

### **Health Education**

- Working with the Health and Safety Officer, deliver mandatory and specific training and advice for staff to enable them to support and deliver emergency first aid for pupils with serious chronic conditions.
- Work closely with the PSHE lead regarding topics relating to health and wellbeing. Coordinate with the PSHE lead the delivery of key sessions as requested.
- Support pupils returning to school after a significant period of illness.

### **Health and Safety**

- Ensure the safe storage, usage and disposal of medication, emergency medical equipment and medical supplies in line with relevant policies and procedures.
- Liaise with and advise the Learning Support department on health aspects in relation to EHCPs, risk assessments and exam concessions as required.



### Other Responsibilities

- Ensure there is appropriate liaison with parents, ancillary and other staff as necessary, to provide holistic care for pupils, with the pupil's knowledge and consent.
- Be a source of advice for all School staff as required.
- Continue and maintain a communication strategy for the Medical Centre and ensure it is effective.
- Ensure a comprehensive process of record keeping is maintained.
- Ensure the Medical Centre maintains and develops its place within the school and the wider independent school community.
- Ensure the Medical Centre provides support and coaching for staff in clinical practice.
- Attend relevant meetings as required.







# PERSON SPECIFICATION

## Qualities, Competencies & Technical Skills

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Professional nursing qualification – a Registered Nurse on the NMC register with relevant post-registration experience.</li><li>Evidence of continuous professional development.</li></ul>	<ul style="list-style-type: none"><li>BSc(Hons) or BA(Hons) in a health-related field.</li></ul>
<b>Skills, abilities and experience</b>	<ul style="list-style-type: none"><li>In depth knowledge of legal requirements and compliance governing nurses and their implementation into practice.</li><li>A minimum of four years experience in a nursing, minor injuries unit or practice nursing.</li><li>At least two years in an operational leadership and management position or equivalent experience.</li><li>Experience of managing a large and diverse team.</li><li>Knowledge and experience of providing both first aid and care of young people with chronic illnesses.</li><li>Have an understanding of the issues of adolescence and mental health.</li><li>Ability to set and deliver against clear targets and meet KPI's both at individual and department level.</li><li>Understands and is proactive in both reviewing and creating processes for operational excellence including effective systems, control, tracking and data systems.</li><li>Able to undertake all the physical requirements of the role and use equipment, according to health and safety guidelines.</li></ul>	<ul style="list-style-type: none"><li>Previous experience of care provision of children aged 3-18.</li><li>Work as a Practice Nurse or School Nurse in the independent school setting would be an advantage</li></ul>
<b>Behavioural competences and qualities</b>	<ul style="list-style-type: none"><li>A clear interest in being part of a boarding school community and working to establish a comprehensive medical service.</li><li>A strong work ethic with an ability to prioritise and manage competing demands.</li><li>A commitment to excellence.</li><li>Willingness to undertake further formal training as required.</li><li>Ability to work both independently and collaboratively with a team.</li><li>Good verbal and written communication skills.</li><li>Reliability and able to maintain confidentiality as appropriate in a boarding school setting.</li><li>Ability to effectively and respectfully challenge staff, pupils and the team when required.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of working with and integrating SEND pupils.</li><li>A commitment to celebrating pupils' and staff achievements, skills and talents, as well as an ability to tackle problems effectively.</li><li>A detailed understanding of current educational initiatives.</li><li>An understanding of Health and Safety issues within an educational setting.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>Commitment to the protection of children and young people.</li><li>Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures.</li><li>Willingness to work in unison with the schools' safeguarding team for the benefit of each and every pupil.</li></ul>	

This list is not exhaustive, and you may be required to undertake other duties as required by your line manager. This job description may be amended to meet the needs of the school.





### Hours of work

The Senior Nurse Manager is responsible for the day-to-day organisation and co-ordination of staff within the Health Centre during School term-time. The working hours for the role are expected to be 40 per week, for 40 weeks of the year including term-time, but this is flexible and negotiable. The successful candidate would be expected to manage their own time, working flexibly to meet the needs of the service. It is also expected that the postholder will work as necessary the week before the start of each School term to ensure the Medical Centre is prepared for the necessary service provision during that term.

### Holidays

The School's holiday year runs from 1 September to 31 August. Public Holidays occurring during School terms will be working days. A pro rata annual holiday entitlement of 5.6 weeks, inclusive of bank holidays, will be included in the annual salary.



# TERMS OF APPOINTMENT & APPLICATION

## Appointment date

As soon as practicable.

## Salary and Benefits

Salary will be the pro rata equivalent of Band 8a

Benefits as follows:

- Life assurance at 3x salary
- Private medical insurance held with WPA
- Pension contributions
- Free gym membership and access to all sporting facilities on site.
- Free meals catered to an exceptional standard by the school.
- Free parking onsite.
- Discount on Bryanston's Arts Calendar, including productions, concerts and shows.
- 10% Discount in the Bryanston Shop.
- Flexible benefits package including dental insurance, bike scheme and Employee Assistance Programme.

## Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

## Criminal Background Checks

As a school, Bryanston requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. The school's policy and procedures concerning safeguarding and child protection and the recruitment of ex-offenders and security of disclosure information can be found on our web site: <https://www.bryanston.co.uk/page/?title=Policy+Documents&pid=12>

In addition, all new employees are required to provide two satisfactory references, one of which should be from a current or previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.



Further information about the Disclosure and Barring Service may be obtained from <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and a copy of the Code is available upon request or from the Home Office web site: [www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop](http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop)

## Applications

The closing date for applications is 12.00 on Sunday 20 July 2025 with interviews due to take place on Wednesday 23 July 2025.

All applicants are asked to submit an online application form via the Bryanston website. This is designed to provide comparable information on all candidates, and may be accompanied by a letter of application. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient.

- Two forms of original identification, i.e. passport, current photo card driving license or a birth certificate.
- Proof of right to work in the UK if not a British or Irish citizen.
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

For further information on the recruitment process and relevant policies, please visit our web site [www.bryanston.co.uk](http://www.bryanston.co.uk).





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