SHERBORNE
SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2027.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 13–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

SCHOOL NURSE (BANK STAFF)

Principal Role

Sherborne Schools Group is seeking a dynamic and creative School Nurse who will provide quality nursing care in our school health centre by providing cover during staff absence and during busy periods at Sherborne Girls School. While their primary place of work will be Sherborne Girls School the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business. This role provides an exciting opportunity to play a central part in both the success of the individual school and the continued development of the Group as a whole....

Primary Location:	Sherborne Girls School You may be required to work at other schools or sites within the Group to meet the needs of the business.
Reporting to:	Health Centre Nurse Manager
Hours of Work:	Casual worker contract with hours offered as and when required. Flexibility in hours will be required on occasion to meet the demands of the post.

Core Responsibilities...

- To provide medical services and advice for pupils (staff and visitors) in a confidential and friendly environment.
- To keep accurate legible records and ensure good team communication; to liaise with students, House staff, teachers and parents to ensure continuity of care.
- To offer support and help for patient's problems both physically and psychologically, maintaining dignity, respect and confidentiality in all health and well-being matters.
- To assist in health education with a pro-active approach.
- To keep accurate records of all treatments and consultations in line with NMC guidelines, and to assist with the administrative duties of the Health Centre.
- To prepare snacks and serve meals as required, and to assist with the general housekeeping of the Health Centre as required.
- To be fully conversant with NMC Codes of Conduct and follow Health Centre Codes of Practice, keeping up to date with developments in school nursing and attending relevant study days and staff meetings.
- To be aware of school routines, events and layout, establishing rapport with students and staff to support the role of the Health Centre in school life.
- Follow Health Centre procedures regarding Health & Safety

Nursing Function:

- Liaise with the Doctor's surgery regarding provision of NHS medical services and notes and maintain computer records for their information.
- Liaise with service providers and school staff to make appointments required for girls outside school (dentist, chiropodist, physiotherapy, hospital, etc.) and ensure girls attend.
- Order prescription and non-prescription medicines daily as required; liaise with Pharmacist and ensure supply of correct prescription forms.

Administration:

- As delegated by Health Centre Nurse Manager

On Call duties:

- By arrangement if appropriate to be 'on call' for periods when the Health Centre is closed but there are girls in school, e.g. Exeats, beginning and end of term. On these occasions, to be within five minutes travelling time of the school, carry the school mobile telephone, and refrain from consuming alcohol.

Other responsibilities

- Undertake any other reasonable duties as required by Health Centre Nurse Manager, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Health Centre Nurse Manager

Person Specification…

	Essential	**Desirable**
Qualifications and Experience	• Registered General Nurse, currently registered with the NMC. • Experience of working in a variety of nursing roles with both adults and children • Appropriate nursing experience • Experience with young people	• Wide variety of experience in different settings • Experience in long term conditions.
Skills and Abilities	• Good communication skills on all levels • Legible writing • Organised • IT Literate	• Ability to work alone and make decisions • A calm approach when under pressure

Personal Attributes	• Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Caring and sensitive. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • An excellent team player	• Car driver

Training Requirement for the Health Centre Nurse Manager – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	**To be completed by**	**Frequency of training**
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
Display Screen Equipment	Within the first week of employment	As required
Essential Health & Safety Training	Within the first week of employment	As required
GDPR UK Education	Within the first week of employment	As required
Staff Allergy Awareness Training	Within the first week of employment	As required
Sexual Harassment	Within the first week of employment	As required

Salary: **£16.06 per hour**. Salary to be paid via timesheet.

Holidays: Other than INSET days, School holiday period can be taken as holiday. Holiday cannot be taken during Sherborne Girls School term time. Attendance will be required on Bank Holidays that fall during term time.

Pension: The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary In accordance with School policy, all appointments are subject to a six-month

Period:	probationary period.
Medical Self Declaration:	The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/ References:	As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Postholder's Responsibility:	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).
Benefits	• Generous School Sick Pay scheme • Reduced membership a designated Sports Centre • Membership of the School library • Free onsite parking (subject to availability) • Lunchtime meal, during School term time for staff working a full day • Employee Assistance Programme offering free counselling / legal / medical support We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Schools Group Application Form (Word document) available at https://www.sherborneschools.group/group-vacancies and return it to recruitment@sherborneschools.group

In the event of any queries please contact:

Human Resources
Sherborne School
Tel: 01935 810502
Email: recruitment@sherborneschools.group

Closing date for applications: 9.30am – Monday 2 November 2026

Interviews likely to take place: Monday 9 November 2026

We reserve the right to interview and appoint suitable candidates before the closing date, so early applications are encouraged.

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: As soon as possible