

Candidate Information Pack

School Nurse (Full time, term time plus)



Marymount International School, London is an independent day boarding school for girls, which nurtures the potential of academically ambitious, curious and motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, positioning ourselves as a leading institution that consistently achieves excellent results.

Marymount students learn in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and develop their passions. Marymount is an internationally- minded community which celebrates our diverse community of over 40 nationalities. We are incredibly fortunate to be part of a network of 21 RSHM schools, with whom we coordinate various exchanges, festivals and events which further enrich our community.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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www.marymountlondon.com

Registered Charity No: 1117786 Registered Company No: 5325717



RESPONSIBILITIES

We are seeking to appoint an experienced School Nurse to provide effective, high-quality nursing and first aid to our students. As a member of the pastoral team, you will promote the physical health and emotional wellbeing of our students, both day and boarding. This role reports to the Deputy Head Pastoral and DSL. The successful candidate will be a strong team player, be able to work independently and enjoys supporting young people.

Marymount International School London is a friendly and happy school where staff are valued. There is a professional and supportive working environment with many opportunities for CPD. This is a full-time, term-time plus role with additional days during inset week before the start of the academic year and the equivalent of 2 days during the school holidays (36.4 weeks). The hours of work are 8am – 5pm three days per week, 9am – 6pm two days per week and occasional weekends as required at key whole school events.

MAIN DUTIES AND RESPONSIBILITIES

Treatment

- Deliver high-quality nursing care to the school community
- Assuming responsibility for and ensuring that proper provision is made for any student in the school who feels unwell. This will include the appropriate medical assessment of the situation and treatment as necessary, in a triage role, including contact with parents/guardians and teaching staff. The Nurse will be responsible for the supervision of the student until the parents can attend or until boarding staff are available to look after the student
- Assessing the extent of more serious injuries and organising provision of medical treatment, including liaising with parents /guardians regarding referral to the Accident and Emergency unit if necessary
- To provide appropriate care and supervision to unwell students within the boarding accommodation, either in their own beds or in the medical centre
- Ensure the smooth running of the School Medical Centre, ensuring efficient systems and processes are in place



- Dispensing and administering as needed all prescribed medicines brought into school as authorised by parents
- Administering 'over the counter' medication as required and according to school policy
- Specific Conditions: keeping up to date in the management and care of children with chronic conditions including asthma, diabetes, life threatening allergies, etc.
- Dealing with day to day incidents and student and staff accidents and administering first aid, including providing treatment for minor injuries
- Providing a place of safety for students with emotional or mental health concerns where they can be listened to, advised and referred to the counsellor or GP for more appropriate help
- To assist the Boarding staff in their monitoring and support of students with chronic illnesses

Safeguarding

- Member of the DSL safeguarding team
- Promote the welfare of children and young people
- Maintain up to date safeguarding training with KRSCP and attend the safeguarding induction at school
- Escalate safeguarding concerns appropriately and in a timely manner
- Attend safeguarding meetings with the safeguarding team to ensure clear communication and support of students
- To comply with safeguarding policies, procedures and the School's code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing

Health Education

- Promote health education within the School
- Keep up to date with health and well-being initiatives
- To maintain personal professional qualifications and development and to keep up to date with current legislation, protocols and procedures
- Organise First Aid Training and keep overview of training and refresher courses as necessary. Support staff members to develop basic first aid and first responder skills, as appropriate to their role.
- To provide appropriate training for staff, where necessary, on medical conditions where students may need support i.e. use of Epipens.
- To oversee the management of qualified First Aiders on site; to ensure that new Houseparents' gain the FAW qualification and that current First Aiders qualifications are kept up-to-date
- To work with the Chair of PSHEE and RSE coordinator to help develop and deliver curriculum relating to physical health and wellbeing

Communication

- Work closely with other members of the School, to ensure seamless and continuous care
- Liaise with parents on all matters relating to their child's health and welfare
- Liaise with school staff as appropriate whilst maintaining confidentiality
- To inform the Headmistress, Bursar and Deputy Head immediately of any serious accident, injury, medical problem and the presence of emergency services on campus

Administration

- Maintaining PREP (Post Registration Education and Practice)
- To be familiar with and follow the school's policies, and compile and maintain all relevant health related policies.
- To ensure that each student has her own medical file in which all her medical information is confidentially kept and maintained
- To ensure that adequate information is provided by the parents for each student. A completed medical health form should be on file for each student when she first joins Marymount and updated as required
- To assist with preparation for inspection purposes and to be available at times of inspection/accreditation

Medical Profiles and Supplies

- Agree and manage the medical budget
- Monitor and replenish first aid stock and any other necessary equipment throughout the School
- Support staff who accompany students on day and residential trips by providing general and specific first aid supplies and advice
- Maintain all first aid boxes in the school
- Maintain medical equipment and ensure there is an adequate stock of drugs and medical supplies, ensuring safe storage and administration of agreed medication

Additional Duties

- Support at key school events e.g. Open Days, Graduation, Back to School BBQ
- Uphold and live out the ethos and values of the school
- Any other duties as required by the line manager commensurate with the post

The Person

CRITERIA

Education and Qualifications

- A professional Nurse qualification, Registered Nurse (RGN) with valid NMC PIN or a Registered Mental Health Nurse (RMN)
- 5 years post graduate experience
- Hold a full valid UK driving licence

Desirable

- Experience of working in a school
- Designated Safeguarding team trained (training will be provided)

Knowledge & Skills

- Demonstrate a commitment and enthusiasm for working with young people
- Strong emotional intelligence to show empathy and understanding of the students' needs



- Resilience with the ability to manage competing demands while maintaining a high standard of care for students
- Absolute discretion at all times with confidential information
- Excellent attention to detail to maintain accurate records
- Excellent organisational and time management skills with the flexibility to think on your feet
- Integrity and the drive to do what is best for the students and the school
- Pro-active, able to make suggestions for improvement and change
- Good interpersonal skills to build relationships with parents, pupils and colleagues
- Strong verbal and written communication skills (English), with the ability to communicate effectively with a variety of stakeholders.
- Good IT skills with knowledge of relevant software applications including MS Outlook, Excel, Word, and data base skills
- Give generously of your time to support school events and activities
- Willing to learn new skills and take ownership of CPD

Safeguarding

- Committed to safeguarding and promoting the welfare of children and young people
- Knowledgeable about child protection procedures and reporting protocols
- Creates safe, supportive, and respectful learning environments for all students
- Models professional conduct to prevent misunderstandings or misinterpretations
- Attends all required safeguarding training and adheres to the school's safeguarding policies

Mission and Ethos

- Strong alignment with the mission, vision, and values of Marymount International School
- Dedicated to academic excellence within a holistic educational framework
- Supports and embodies the Catholic ethos and RSHM values of the school
- Genuinely committed to student wellbeing, character development, and community engagement
- Willingness to contribute actively to the spiritual, co-curricular, and pastoral life of the school

How to apply

To apply, candidates should complete the School Application Form (on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: 11 July 2025

Interviews at school: Week commencing 21 July 2025

Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.



Marymount
INTERNATIONAL SCHOOL LONDON

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: For Academic year 2025-26 (September 2025 with compulsory inset days at the end of August).

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to full safer recruitment checks, including social media checks.

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Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.



Staff Benefits at Marymount

Enrolment into
pension scheme

Free lunch and
refreshments

Personal
insurance
scheme

Free staff
parking on
campus

School fee
discount
& access to
childcare
vouchers

Ongoing
professional
development

Cycle to work
scheme

Employee
assistance
programme

Use of state-
of-the-art
fitness suite

Apply now!

