

stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

A dynamic and rewarding place to work.

**School Nurse
(Maternity Cover, Fixed Term Contract)**

**38.75 Hours per Week
Term Time, 36 Weeks per Annum**

**Apply by 9.00am on
Wednesday 20 August 2025**

Hello! Thank you for taking an interest in our School Nurse role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



School Nurse (Maternity Cover)

Salary

NHS Pay Band 6

Contract

Maternity cover, fixed term contract
Monday to Friday 8.00 am - 4.15 pm
Full Time 38.75 hours per week
Term time, 36 weeks per annum

Location

On-site, Letchworth Garden City
Hertfordshire

Life at **stChris**

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 500 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

To provide and manage a needs-led School Health Service at St Christopher School, providing care for students and staff.

Line Management Responsibility

This role will have no line management responsibility but supported by the Inclusion Administration Team and First Aiders. The role will report to the Inclusion Strategy Lead.



**Working at St Chris,
I feel truly connected
to the whole school.
I'm not just the nurse,
I'm part of everyday
life, with time to offer
care that's personal.**

Anna, School Nurse

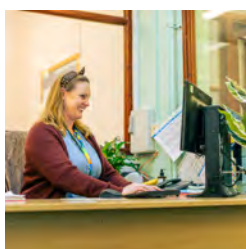
What will the School Nurse do?

Here's an overview of the School Nurse's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

Main Duties and responsibilities:

- The management and provision of a confidential counselling and health advice service in conjunction with the school counsellor.
- To provide emergency medical care, as required, to the school community and all visitors to the school site.
- Monitoring for children with specific medical needs (e.g. diabetes, ADHD, eating disorders)
- To demonstrate expert skills in School Nursing and clinical leadership, advising colleagues on clinical intervention and safe practice.
- To support pupils with other issues that may have a mental or physical health aspect, including providing support for LGBT pupils and those transitioning, and to provide staff with advice on supporting those pupils.
- To identify, prioritise and implement programmes of care that meets the public health needs of the pupils, in accordance with best practice.
- To promote Health Education across the School e.g. dietary, smoking cessation,
- management of anxiety and to participate in School events that promote issues with a medical or mental health aspect.
- Areas where the curriculum covers health related matters.
- To ensure allergy and intolerance information is updated and maintained; effectively distributing around the School and used by departments, particularly the Catering department and for School trips.
- To develop and implement up to date regular health promotion initiatives on specific health issues and to specific groups and individuals in line with identified pupil needs.
- Prepare individual health care plans where appropriate, in conjunction with the pupils, parents and School staff.
- To assist in the provision of advice, management and care to sports injuries sustained by the pupils. This may include the coordination of subject matter experts (such as physiotherapists) in the provision of specialist care.
- Maintain and record accurate documentation and correspondence in line with professional and ISI guidance regarding nurse interactions between clients, colleagues and other agencies in the appropriate legal records and formats.
- Adhere to the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors
- and be conversant with the scope of Professional Practice and other NMC advisory papers.
- Demonstrate professional conduct, preserve client's rights including confidentiality and
- promote mutual respect amongst colleagues.
- To identify and recommend innovations and service changes in practice and be responsible
- for establishing the necessary clinical change in consultation with the Director of Pastoral Care.



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- To assist in the coordination of the supervision of sick pupils recuperating in boarding.
- To carry out drugs testing in accordance with the School's policies.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.
- The School Nurse will also be expected to adhere to the relevant professional codes (such as NMC)

Administration:

- To administer medication in line with the policy for the administration of medicines and as instructed by Parent, GP or School Doctor.
- Store medicines correctly, carry stock, check expiry dates (as per MOSA/NMC guidelines).
- Liaise with parents and staff re pupils' health issues.
- Keep confidential records following NMC guidelines.
- Maintain up to date confidential health list, keep staff informed for visits or school trips.
- Assist with the maintenance of First Aid kits.
- Assist with the checking of AEDs/EpiPens and facilitate training.
- Provide familiarisation sessions for staff as appropriate e.g. anaphylaxis, AEDs.
- Manage health assessments for new pupils.
- Follow up appointments with nurse or doctor.
- Manage the confidential advice support and counselling for staff and pupils.
- To carry and respond to mobile phone when "On Duty" or "On Call".
- To maintain adequate medical records for all pupils in accordance with NMC and ISI guidelines.
- To follow good practice and specific directives on immunisation procedures relevant to the school population if required.
- Co-ordination of school immunisation programmes carried out by the external immunisation teams.

Health and Safety requirement:

- To be responsible to the Inclusion Strategy Lead for health and safety matters and to carry out Risk and COSHH assessments as required.
- To report incidents/accidents as required by the Health & Safety policy.
- Provide advice and guidance to staff on meeting pupils' medical needs on school trips, day trips and residential visits.
- To be trained in manual handling/lifting.
- To maintain hygienic standards in medical areas.

Additional Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.





stChris

Person Specification



Qualifications, training and experience

- Registered General Nurse with up to date registration with the Nursing and Midwifery Council
- Complete appropriate amount of relevant study days for NMC revalidation.
- Ability to keep abreast of new techniques in identified specialist areas.
- Experience of writing clear health plans, incident reports and policy documents
- An appreciation of children's specific needs and a desire to play an active role within the life of the School.
- Knowledge or experience of working with children's and young people's mental health issues.
- Experience of working as a nurse in the education sector, or willingness to learn our sector.
- Recent safeguarding training to level 3, or willing to do the training required.
- First Aid at Work Certificate, or willing to undertake this training.
- Experience of using ISAMS/or similar programmes.

Skills and abilities

- Good IT/computer skills in Word and Excel.
- Ability to use excellent nursing assessment skills and evidence based practice when treating injured or sick children.
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Open to giving and receiving positive and developmental feedback
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Good appreciation/knowledge of health and safety in the workplace, data protection principles and equal opportunities

Benefits of Working at St Chris

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**I love that
everyone's opinion
is valued and
considered.**

Angela, Operations Administrator



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

***St Chris is a lot of things,
all at the same time.***

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

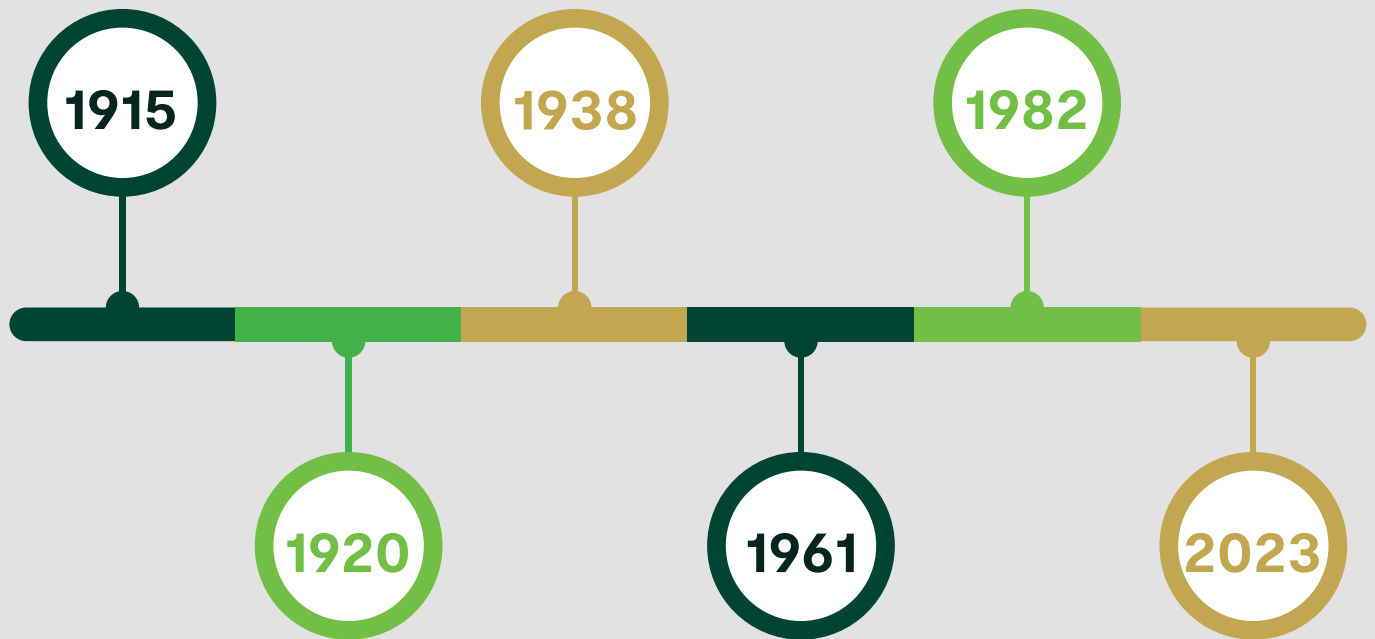
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 9.00am on Wednesday 20 August 2025. Interviews will take place on Wednesday 3 September 2025.