



**CHANNING SCHOOL**

**School Nurse**  
**Required September 2025**



## Applications

Applications are to be made **using the Channing School application form**. The application form may be found on the school website <https://www.channing.co.uk/about-us/work-with-us/>

**We prefer to receive applications through our online form**, but if you are unable to do this, please contact the HR department on [HR@channing.co.uk](mailto:HR@channing.co.uk)

## The Position

We are seeking to appoint a School Nurse to provide care to both staff and pupils. The successful candidate will be expected to have an open and compassionate character and hold the appropriate nursing qualifications and experience.

**Closing date for applications: Sunday 22 June**

**Interviews: Tuesday 24 June**

**Job start date: as soon as possible**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*



## School Nurse Job Description

<b>Job Title:</b>	School Nurse
<b>Location:</b>	Channing Junior and Senior Schools
<b>Salary band:</b>	mid Band 6 on NHS scale - negotiable
<b>Hours:</b>	8am - 4pm 5 days /week, term-time only.
<b>Reports to:</b>	Bursar Deputy Head

### Summary:

To work across both the Junior and Senior Schools providing high standards of nursing assessment, care and treatment for both students and staff. Building positive working relationships with parents, colleagues and other professionals. Providing health promotion. Line Managing the Welfare Assistant.

### Main Responsibilities and Duties

#### Nursing:

1. Provide emergency care and treatment for sick/injured students and staff
2. Serve as a health advocate for students.
3. Administer medications according to school policies.
4. Perform health checks as per school policy and make referrals as necessary.
5. Provide pastoral care and mental health support.
6. Liaise with pastoral team/staff/parents when required and in accordance with medical and school policies
7. Record and maintain individual care plans and emergency drug bags for students with chronic conditions
8. Line manage the Junior School Welfare Assistant
9. Support the School's Safeguarding Teams
10. Advise the school leadership on relevant developments including but not exclusive to allergy management, legislation around medication (including storage) and harmful substances such vapes and illegal substances
11. To liaise with parents as required

#### Teaching:

1. Participate in PSHE programme
2. Teaching first aid to pupils
3. Teaching staff and being a resource on any relevant medical issues, eg. first aid, using epi-pens and inhalers, head injuries etc.
4. Health promotion for staff and students
5. Participation in Healthy Schools Week

#### Administrative:

1. Maintain confidential health records
2. Maintain and review accident forms/ records
3. To support the Bursar in making RIDDOR reports
4. Maintain adequate supplies of medicines and first aid equipment/materials
5. Liaise with NHS organisations to facilitate school's immunisation programme
6. Liaise with the Compliance Manager to ensure policies are kept up to date
7. Provide support to Health & Safety Committee as required
8. Maintain first aid and health promotion signage around the school
9. Maintaining and ordering of supplies, medications and equipment

10. Maintain and provide first aid kits for school trips and throughout the school
11. Ensure that the School medical care is fully compliant with the ISI (Independent Schools' Inspectorate) standards

### **Professional Development:**

1. Adhere to NMC Code of Professional Conduct, and be conversant with Scope of Professional Practice and other relevant NMC advisory papers
2. Use evidence-based practice to develop and maintain a high quality of nursing care
3. Ensure a code of confidentiality is adhered to
4. Maintain professional registration and CPD in accordance with NMC
5. Keep up to date with current local and national health promotion initiatives

## **Personal Specification - School Nurse**

### **Qualifications**

- RN qualification with current registration with the Nursing and Midwifery Council
- First Aid qualification desirable. If not held, it will be a requirement to undertake appropriate training on appointment.
- Membership of an advisory body i.e. RCN
- Youth MHFA desirable

### **Knowledge and Experience:**

- A minimum 5 years post-registration experience, preferably in A&E, paediatrics and/or school nursing or similar
- Have evidence of safeguarding training and knowledge
- Knowledge of latest KCSIE requirements
- Previous experience of working in a school environment is highly desirable
- Teaching experience desirable

### **Skills**

- Have excellent verbal and written communication skills and an ability to work with all members of the school community
- Strong organisational, planning skills with excellent time management skills and ability to multitask and prioritise work
- IT proficiency including use of Google Suite with the ability to learn quickly.
- Excellent team working skills with the ability to work independently when required

### **Attributes and Approach**

- A calm, warm and welcoming manner
- Genuine enjoyment of working with children and young people
- Positive attitude and ability to adapt
- The ability to remain calm under pressure

## Information about the School

### The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

### Academic achievement

Academic results are excellent. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

### Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

### Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. Work has now started on the redevelopment of one of our buildings to create a STEM block complete with DT facilities.

