

Job Description for School Nurse

Post: School Nurse

Line Manager: Lead Nurse

Start date: ASAP

Outline of role

This is an exciting opportunity for the right candidate to support Bristol Grammar School in its continuing drive to put pupil wellbeing at the heart of all that it does. Bridging the gap between a physical 'medical centre' and the pupils and staff within the school will be a key part of the role; we are looking for a proactive thinker who looks to take the initiative in driving ideas that will benefit the whole community.

Purpose of Job

The School Nurse has general responsibility for the regular monitoring of the pupils of Bristol Grammar School with the aim of assessing their general standard of health and detecting any likely health problems which could affect the child's development or capacity to learn. The School Nurse will work under the Assistant Head (Mental Health & Resilience Lead) to maintain links between parents, pupils, general practitioners, ancillary medical services and other bodies. Subject to the need for medical confidentiality, the School Nurse will liaise with the teaching staff in matters affecting the health and wellbeing of the pupils. They will also be the first contact for any first aid or minor illnesses, which occur during the school day. They will work with pupils aged 4 to 18 and staff members.

The School Nurse also has general responsibility for advising pupils, teaching and non-teaching staff on general health matters concerned with public health models and initiatives, such as infection control management and health promotion.

The School Nurse will keep themselves updated with NMC nursing standards and appropriate medical practice. To this end, the school will pay for an annual subscription to The British Journal of School Nursing. In addition, the school will fund appropriate training courses as deemed necessary.

Outline of Department

The school Medical Centre is an essential part of the school community and is open from 8:30 to 4:30pm each day. There are three nurses in the team (the lead nurse and two part-time nurses) covering the necessary medical provision for staff and pupils throughout the school day. The medical centre is usually staffed with two nurses or where required one nurse with the assistance of the First Aid trained staff located across the site. Duties include administration of First Aid for pupils, work colleagues and visiting members of the public as well as advising staff prior to taking pupils out of school on trips. The medical centre is well resourced for effective medical care and is a place for pupils and staff to get advice on various medical concerns. School Nurses facilitate and deliver appropriate medical provision for pupils and staff with existing medical conditions whilst in school. The School Nurse team offer advice based on the public health model towards providing health promotion and early recognition of ill health with early intervention as well as working proactively to assist the pupils to make healthy lifestyle choices.

Duties and Responsibilities

- All the medical provision for pupils and staff that one might reasonably expect of a healthcare professional in the position of School Nurse.
- Organising and providing INSET training for staff on various training requirements such as anaphylaxis, diabetes etc. Where there is capacity, this will include delivering internal First Aid training.
- In conjunction with the Wellbeing Programme the nurse will deliver certain sessions, including sensitive health issues such as body awareness. This integrates the medical and social side to demonstrate holistic cross-over care across all areas of wellbeing in School.

- Effective monitoring of ailments and injuries, including concussion by regular check-ins with pupils and facilitating Graduated Return To Play Head Injury Clinics. Such a system might be where the nurse follows up those with physical injuries for example every two weeks to assess and evaluate their access to school provision, communicating with parents each time. This way the medical centre at BGS can be on top of all medical concerns all of the time across the school.
- Active involvement in education events for parents on medical and health issues and support others promoting wellbeing: self-injury, eating disorders, psychosis.
- Creating effective and regular communication with parents on current medical issues, including relevant links for parents to use for further information.
- Health education in the Infant and Junior school where the nurse will deliver sessions on body and lifestyle health at an early age and then communication to parents by providing leaflets/links etc.
- Facilitating and delivering School Entry Health Reviews.
- Sexual Health education for the Sixth Form and as part of a leaving school package that integrates pupils into the world of adult Medical and Mental Health services, including what to expect at university.
- Working with the Educational Visits Coordinator to ensure parent information evenings to stress the importance of certain aspects required for trips, expeditions in particular.
- Support and oversee medical matters for all school trips.
- Management of new regular systems of medical administration to maintain all records held on various School IT systems such as SIMS.
- Updating medical forms on a termly basis following liaison with parents, logging daily information of pupils the nurse sees, including appropriate communication with parents.
- Management and promotion of the Medical parental portal, offering advice and clips on medical and health issues relevant to parents.
- Collate and disseminate Health and Safety reports to Head and Health and Safety Committee termly basis and report any issues immediately to the Bursar or line manager.
- Conforming to the School's Code of Conduct and NMC code of conduct at all times.
- Adhere at all times to Information Governance and confidentiality.
- Adherence to the School's safeguarding procedures.
- Any other task or activity as reasonably requested by management.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Currently qualified as RGN, RSCN or Associate Nurse and currently registered with the NMC
Prior professional experience of working with children and adults in a health setting
Ability to work collaboratively as a team player, follow instructions and work independently
Adherence to confidentiality - ability to process sensitive information through professional channels, adhering to the confidentiality required by the school's safeguarding policy
Effective communicator, able to respond sensitively to children of all ages (4-18), as well as adult members of staff

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Prior experience of working within a school
First Aid trained PFAW FAW
Possess a teaching qualification such as ENB 998, FLAP
Deliver care that follows DOE, DOH, NICE guidelines and evidence-based care
Experience of using SIMS (the Schools Information Management System)
Ability to multi-task and manage your own priorities and workload
Strong IT skills with good knowledge of Microsoft Office suite
A self-starter who is motivated and shows initiative
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the school community
A well organised and resourceful approach to their work and have the ability to meet deadlines
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">● Motivation to work with children and young people● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with any challenging behaviour● Professional attitudes to use of authority and maintaining discipline● Understanding of safeguarding and promoting the welfare of young people and adults.

Hours and Benefits

Working hours	Monday, Wednesday and Thursday, 8am to 4.30pm with half an hour for lunch (24 hours per week) with the very occasional Saturday, for 36 weeks a year. This is term-time plus the additional days during the school holidays or weekend work.
Salary	The salary range for this role is from £34,700 and £44,000 pro rata, depending on experience.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

Closing date for applications is 17 March 2026.

Interviews are currently planned for 24 March 2026.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.