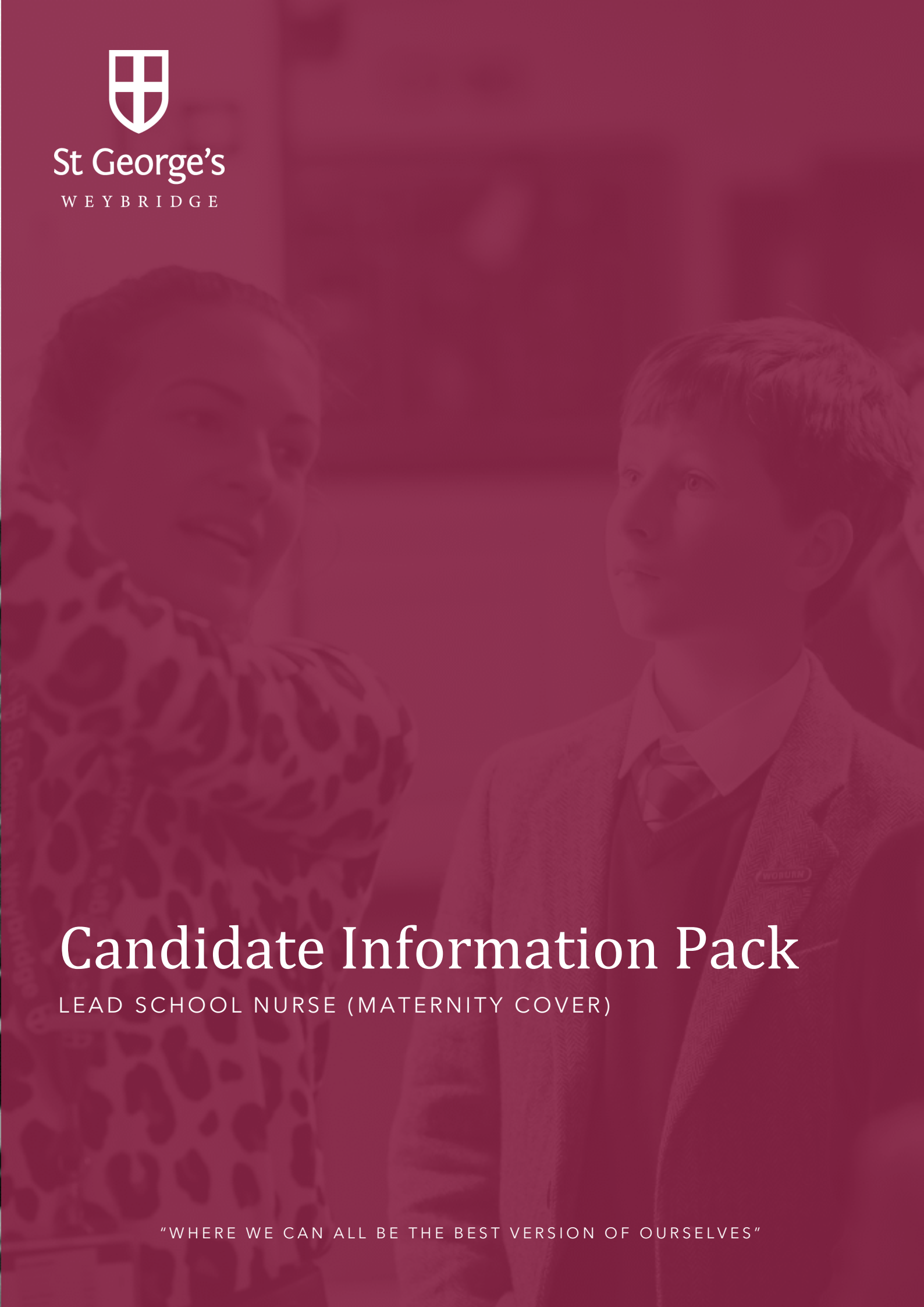
St George's
WEYBRIDGE



Candidate Information Pack

LEAD SCHOOL NURSE (MATERNITY COVER)

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"

About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josepite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.









Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 80 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio



"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila

The Role

Job Title:	**Lead School Nurse (Maternity Cover)**
Line Manager:	**Senior Deputy Head and Designated Safeguarding Lead**
Responsible to:	**The Bursar**
Salary:	**RNC Band 7, dependent on experience. Please note the salary will be pro-rated based on Term Time Only hours.**
Hours:	**40 hours per week, 8:00am to 5:00pm, Monday to Friday**
Contract:	**Term Time Only, Fixed Term Contract from January to July 2027**

Summary of the role:

To provide a professional, proactive, and evidence-based school nursing service which promotes and protects the health, wellbeing, and safety of all students at the College.

The Lead School Nurse will be responsible for the day to day management of the Medical Centre, provision of first aid and emergency care, leadership of allergy and medical condition management, health promotion initiatives, staff training and clinical governance. The post holder will act as the school's clinical lead for healthcare provision and provide professional supervision and support to the nursing team at the Junior School.

Main duties & responsibilities:

Nursing

To provide a high standard of nursing care to pupils, staff, visitors and, on occasion, members of the resident Josephite Community, by:

- Providing assessment, treatment and management of illness, injury, and medical emergencies.
- Ensuring pupils receive appropriate clinical care whilst minimising disruption to their education.
- Administering medication in accordance with school policies and national guidance.
- Supporting pupils with acute, chronic, and complex medical conditions, including disordered eating.
- Ensuring Individual Healthcare Plans (IHPs) are developed, reviewed and communicated effectively.
- Conducting health assessments and medical reviews for new pupils as required.
- Providing confidential health advice, emotional support and signposting where appropriate.
- Supporting pupil wellbeing through early identification of physical, emotional, and mental health concerns.

The Role cont.

Nursing cont.

- Supporting pupils with neurodevelopmental conditions and additional needs through collaborative working with families and staff.
- Maintaining accurate and confidential medical records in accordance with NMC, GDPR, and College requirements.
- Operating procedures for infection prevention and control.
- Maintaining safe storage, administration, and disposal of medication and controlled drugs.
- Maintaining Medical Centre hygiene, stock levels, equipment, and clinical standards.

Allergy Management and Anaphylaxis

The Lead School Nurse will act as the designated clinical lead for allergy management across the College. Responsibilities include:

- Working with the Senior Allergy Lead.
- Ensuring compliance with current Department for Education guidance and Benedict's Law requirements.
- Maintaining a comprehensive register of students with allergies.
- Developing and reviewing Allergy Action Plans and Individual Healthcare Plans for pupils with diagnosed allergies.
- Ensuring information regarding students with serious allergies is communicated appropriately to relevant staff.
- Maintaining adequate supplies of in-date spare Adrenaline Auto-Injectors (AAIs) for emergency use.
- Ensuring emergency allergy medication is safely stored, readily available, and appropriately monitored.
- Ensuring robust systems are in place for incident reporting, investigation and learning following allergy-related events.
- Working closely with Catering, educational visits and Sports staff to minimise risk and promote inclusion.
- Providing advice and support to pupils, families and staff regarding allergy management and risk reduction.
- Monitoring developments in allergy legislation and best practice and recommending policy updates accordingly.
- Monitoring the record of staff with allergies and providing support as required.

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Maintain a thorough understanding of statutory safeguarding practice.
- Work closely with the Designated Safeguarding Lead and safeguarding team.
- Participate in child protection, Early Help and multi-agency meetings where required.
- Identify and respond appropriately to safeguarding concerns and vulnerabilities.
- Maintain accurate safeguarding records and documentation.

The Role cont.

Management and Professional Responsibilities

- Adhere to the NMC Code and maintain professional registration.
- Provide professional leadership to the Medical Centre team.
- Act as clinical supervisor and mentor to Junior School nursing staff.
- Line manage the Healthcare Assistant and support staff as required.
- Lead clinical governance, audit, and quality improvement activities.
- Develop, implement and review healthcare policies and procedures.
- Promote evidence-based practice across school healthcare services.
- Participate in performance review processes.
- Maintain continuous professional development and mandatory training requirements.
- Contribute to strategic planning regarding student health and wellbeing provision.

Health Education and Wellbeing

- Promote positive physical, emotional and mental health throughout the College community.
- Support delivery of Personal, Social, Health and Economic (PSHE) education where appropriate.
- Deliver training and educational sessions for pupils and staff.
- Promote awareness relating to:
    - Mental health and emotional wellbeing
    - Healthy lifestyles
    - Nutrition
    - Sleep hygiene
    - Substance misuse
    - Sexual health
    - Allergy awareness and anaphylaxis
- Work collaboratively with pastoral staff to support student wellbeing initiatives.

Administrative Responsibilities

- Maintain accurate nursing and healthcare records.
- Record medication administration in accordance with College procedures.
- Produce reports and data as required.
- Manage Medical Centre budgets effectively.
- Undertake regular stock management and clinical audits.
- Arrange appropriate onward care, including parental collection, GP referral or emergency services attendance when required.
- Ensure compliance with data protection requirements.

The Role cont.

Health and Safety

- Maintain awareness of health and safety requirements across the College.
- Serve on relevant Health and Safety committees.
- Undertake risk assessments relevant to healthcare provision.
- Maintain and audit first aid equipment across the site.
- Prepare and review medical provision for educational visits and residential trips.
- Conduct risk assessments for pupils with medical conditions participating in trips, sports, and activities.
- Audit emergency medication, clinical equipment and first aid resources.

Liaison

- Work collaboratively with parents, guardians, and families.
- Establish effective relationships with teaching, pastoral and business staff.
- Liaise with GPs, hospitals, community services and specialist practitioners.
- Work with Social Care and safeguarding agencies when required.
- Maintain links with professional school nursing networks.
- Attend pastoral, safeguarding and multidisciplinary meetings as required.
- Work alongside the School Counsellor and Mental Health Lead where appropriate.

Other

- Support College events where medical cover may be required.
- Contribute positively to the wider life of the College.
- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Person Specification

Qualifications, Education and Training:

Essential Criteria

- Registered General Nurse (RGN), Registered Children's Nurse (RSCN) or equivalent
- Current NMC Registration
- Evidence of continuing professional development
- Current First Aid qualification.

Desirable Criteria

- Specialist Community Public Health Nurse (School Nursing) qualification
- First Aid Instructor qualification
- Allergy and Anaphylaxis Management training
- Safeguarding Children Level 3 training
- Full clean driving licence.

Knowledge and Experience:

Essential Criteria

- Minimum five years' post-registration clinical experience
- Experience working with children and young people
- Knowledge of school-age health needs
- Knowledge of current safeguarding legislation and guidance
- Knowledge of allergy management and anaphylaxis procedures
- Experience developing and implementing healthcare plans
- Knowledge of infection prevention and control
- Understanding of mental health and wellbeing issues affecting young people.

Desirable Criteria

- Previous experience within a school environment
- Experience leading or supervising staff
- Experience of managing healthcare services
- Experience of clinical audit and quality improvement
- Working knowledge of SIMS or equivalent pupil management systems.

Person Specification

Skills and Abilities:

Essential Criteria

- Ability to work autonomously and make sound clinical decisions
- Excellent communication and interpersonal skills
- Strong organisational and time management skills
- Ability to manage competing priorities effectively
- Ability to deliver training confidently to diverse audiences
- Excellent record keeping and administrative skills
- Strong IT skills, including Microsoft Office
- Ability to maintain confidentiality and professional boundaries
- Ability to respond calmly and effectively in emergency situations.

Desirable Criteria

- Counselling and listening skills
- Experience of presenting to large groups
- Experience of policy writing and review
- Experience of clinical supervision

Personal Qualities:

Essential Criteria

- Compassionate, approachable and empathetic
- Professional and resilient
- Self-motivated and proactive
- Able to build positive working relationships
- Confident and decisive
- Flexible and adaptable
- Committed to safeguarding and promoting pupil welfare
- Committed to continuous professional development
- Possesses excellent judgement, integrity and discretion.

Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.





Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.





Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Conditions of Employment

Initial Period of Employment

Business Staff: Three Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, two months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.

How to Apply

To find out more about the post or the school, in the first instance please contact Sally Hall, Senior Deputy Head and Designated Safeguarding Lead, for a confidential discussion:

Tel: **01932 839300**

Email: **shall@stgeorgesweybridge.com**

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Closing date for applications:

Friday 30 October 2026

Please note applications will be reviewed upon receipt, and shortlisted candidates may be invited to interview before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies which are available at: https://www.stgeorgesweybridge.com/careers

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.







