



Tettenhall College

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## School Nurse

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*Information for applicants*

Part Time

September 2025

[www.tettenhallcollege.co.uk](http://www.tettenhallcollege.co.uk)



# Welcome to Tettenhall College

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Founded in 1863 by a local industrialist, Tettenhall College is an independent, co-educational day and boarding school providing continuous, quality education for children aged from 2 to 18 years. The School currently has 500 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 25 countries worldwide.

The School stands in 30 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton.

Our pupils are known for their positive approach, their appreciation of the staff, of their School and of their fellow pupils, their motivation to learn and their whole-hearted commitment to every aspect of school life. Tettenhall College, in turn, is committed to providing an outstanding personalised education, combining strong academic standards and a wide range of extra-curricular activities.

Academic results are consistently high. Pupils achieve very good GCSE and A Levels. The vast majority of Sixth Form leavers choose to go on to university with many selecting Russell Group institutions and a few each year opting for prestigious international options or competitive, sought-after apprenticeships with major companies. Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities, as well as being encouraged to engage in adventure and charitable causes.

The School is an active member of the Society of Heads, the Independent Schools Association and the Boarding Schools Association.

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# Working with us

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The School combines the best of modern teaching and facilities with the heritage and values of a traditional educational establishment – both in its physical setting and in its ethos. A substantial, recently completed investment programme has created outstanding facilities for the next era of Tettenhall College: modern en-suite study-bedrooms, a state of the art study centre, a new sixth form common room, a library, a multi-purpose all-weather sports facility and squash courts. These investments complement the already impressive facilities of the Victorian Towers Theatre; a charming Victorian indoor heated swimming pool; extensive sports fields and modern IT facilities. A high grade investment in the School's largest boarding house is currently underway.

This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care – confirmed by a recently awarded well-being award. Support of those pupils who have additional learning needs, including MFL, is a critical element of the School's offering.

This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the Midlands' leading independent schools and is progressing rapidly towards its goal of becoming one of the best small independent schools in the UK.



“*The well-being of all our staff is of particular importance*”

The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

Staff are entitled to a remission on their children's fees and we encourage all staff to look outwards and focus on continuous professional development.



# Our Mission, Vision & Values



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*Our mission is to nurture our pupils to achieve their full potential and discover their unique talents*

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The cornerstone of our community is our vision to be the school of choice for outstanding personalised education, inspiring every pupil to excel academically and beyond. Our mission is to nurture our pupils to achieve their full potential and discover their unique talents in an educational setting where they will thrive and be happy. Our exceptional staff motivate pupils to embrace challenge, giving them the best preparation for life and personal success.



## **Ambition**

We strive for excellence in every aspect of our work and have high aspirations for our pupils. We encourage resilience by embracing mistakes as learning opportunities.



## **Opportunity**

We foster self-belief. We provide academic challenge, personalised support and a breadth of learning opportunities



## **Creativity**

We have the freedom to adapt our education to find the most effective way to meet our pupils' needs. We recognise that nurturing creativity is vital in today's world.



## **Community**

We have a safe and secure family environment throughout our School. We look to promote our shared values and respect for each other. We equally want pupils to look outwards, act responsibly and become valued global citizens.



## **Character**

We cultivate emotional intelligence, well-being and self respect and promote hMFLthy and balanced lifestyles.

# The Role

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The role of the School Nurse at Tettenhall College is to support pupils' health and wellbeing in order for pupils to fully participate in active School life. He/she is expected to promote and provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the School community. He/she will provide a holistic approach to the care of pupils, which includes health promotion, PSHE and illness and injury assessment and treatment. He/she should be a registered nurse with relevant post-registration experience.

## Job Description

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**Tettenhall College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

Job Title: School Nurse  
Reporting to: Senior Nurse  
Hours: Part time (16 hrs). Term time only  
Benefits: Pleasant working grounds and location  
Lunch is provided free of charge during term time  
Staff have access to the College swimming pool and fitness room





# Personal Specification & Experience

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## Essential

- 3 years post registration nursing experience within a variety of clinical settings including work with children/young adults.
- RN Adult or RN Child.
- Safeguarding experience with children/young adults.
- Experience working with children/young adults with mental health concerns.
- Confident working alone.
- Accuracy and attention to detail and deadlines.
- Ability to cope under pressure and to prioritise.
- Ability to work effectively both in collaboration with other professionals/teams and also on their own initiative.
- Strong inter-personal, communication and written skills.
- Flexible, adaptable approach to work.

## Desirable

- A & E or Urgent Care experience.
- Mental health qualification & experience
- First Aid qualification & experience.
- Experience of sports injuries.
- Teaching experience.
- Driving licence.



# Duties & Responsibilities

The School Nurse is responsible for the following duties (to include but not limited to):

- Assess and prioritise first aid and medical issues presented by pupils, staff or visitors to the school: treat in line with accepted good practice and according to school protocols.
- Ensure all documentation regarding any accident or incident on school premises, including the details of any first aid treatment is recorded in an accurate and contemporaneous manner.
- Ensure that any medication given to pupils in school is stored, administered and documented according to the schools first aid, medication and medical conditions management policy.
- Monitor expiry dates of any medicine supplied to the school by a parent and request replacements when necessary and within a suitable time frame.
- Implement adequate infection control measure throughout the school and promote the importance of good hygiene practices amongst pupils and staff in line with Public Health England guidance.
- Prepare medical bags for school trips including residential stays, sporting fixtures and on site first aid bags located around the school.
- Conduct clinical assessments for boarding and day students as required.
- Providing support and advice for staff members in relation to physical and wellbeing concerns. Signpost staff to appropriate external health care services if required.
- Lead on management of pupils with chronic illnesses , liaising with external health professionals to organise any training requirements noted for teaching staff including training for residential trips.
- Management of sick bays and Surgery, providing day to day holistic care for the pupils covering both mental and physical health concerns.
- Provision of first aid support for sporting events held on the school playing fields when requested and be available for first aid cover at school events throughout the academic calendar as required.
- Lead on school vaccination programme in conjunction with Vaccination UK
- Completion of health care plans, risk assessments and safety plans for students with medical/mental health concerns.
- Lead on first aid training programme for staff ensuring relevant staff have the appropriate first aid qualifications when supporting students on and off school site. Liaise with the external company to provide first aid training qualifications for staff members.

- Collaboration with Pastoral team on the provision of mental health and wellbeing incentives in School including listening hub sessions for students on a weekly basis.
- Lead on management of allergy care plans in conjunction with Catering Manager for pupils with food allergies and specific dietary requirements on a termly basis and also upon receipt of any new information from parents/guardians.
- Maintain confidentiality of information acquired in the course of undertaking duties in school at all times within GDPR regulations.
- Inform teaching staff of relevant medical history regarding pupils in their charge at any time including updating ISAMS. Provide advice and information as required by teaching staff in relation to pupil medical issues.
- Undertake the reviews of new staff medical forms as part of the school employment system in line with GDPR regulations.
- Attend staff inset days and lead on health sessions as requested by SLT.

## Boarding

- Conducting regular health care checks for new and existing boarders.
- Liaise with local GP services to register new boarding students and organise medical appointments as required. Accompany students to medical appointments where necessary. Liaise with external healthcare provision where necessary including dentist/pharmacy/opticians.
- Work closely with the boarding team to ensure the boarding students receive the most appropriate/affective care/liaise with boarder's parent/guardians where necessary.
- Manage and provide out of hours on-call rota cover.
- Provide boarding houses with appropriate medical equipment and over counter medications in line with school administration of medication storage and administration.
- Administer prescribed medications and order repeat prescriptions where required.
- Provide termly medication stock checks in boarding houses.

### Health and safety

- Report accidents and complete accident reports. Liaising with Estates & Facilities Manager and School Management in the event of more serious accidents or incidents involving pupils, staff members and visitors which occur on School premises so that appropriate action may be taken as necessary.
- Inform parents in a timely manner of any accident or illness involving a pupil which causes concern.
- Attend regular health and safety committee meetings.

### Safeguarding

- Liaise with members of the Pastoral team in relation to any concerns regarding the health or wellbeing of any pupil consulting with students parents/guardians where appropriate. Report on school safeguarding system.
- Participate in termly Safeguarding meetings with Pastoral team.
- Maintain a working knowledge of statutory guidance and legislation pertaining to safeguarding children in education & undertaking safeguarding training on an annual basis.
- Provide support and assistance in the handling of any safeguarding issues which may arise, attending multidisciplinary meetings or case conferences if required to do so by the relevant authorities.

### Administration

- Contribute to the development, implementation and review of policies relevant to the health and welfare of pupils and have an awareness of current developments in public health services and legislation.
- Support with managing medical records withing GDPR.
- Assist with management of medication and first aid stock ordering for boarding house and day school provision.
- Create health promotion displays outside of the surgery area.

### Continuing professional development.

- Demonstrate a commitment and personal responsibility to continued professional development by undertaking suitable training and self-directed learning as appropriate.
- Undertake revalidation as part of NMC professional practice.
- Work within NMC Code of Professional Practice at all times.
- Keep up to date with relevant health/nursing issues and providing current information to School Senior Leadership team as necessary.





# How to Apply

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**Closing date:** Monday 30<sup>th</sup> June 2025  
**Interview:** Rolling basis  
**Salary:** Commensurate with experience  
**Hours:** 16hrs per week, term time only

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*To apply, please complete an employment application form and return, along with your CV, to [head@tettcoll.co.uk](mailto:head@tettcoll.co.uk)*



Tettenhall College is committed to safeguarding and protecting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Please note that we will take up references provided in your application form prior to interview.

If successful, an external provider will undertake online background checks adhering to the Data Protection Act 1998 which states that personal information shall be processed lawfully and fairly, obtained for one or more specified and lawful purposes only and be adequate, relevant and not excessive.

Full details of the School's safeguarding policies and procedures are available on the School website: [www.tettenhallcollege.co.uk](http://www.tettenhallcollege.co.uk)



A photograph of two fencers in a grand, historic hall. The fencer on the right is in a dynamic lunge, wearing a white fencing jacket and mask, with their foil extended towards the other fencer. The fencer on the left is in a ready stance, also in white gear. The hall features high ceilings with ornate moldings, a chandelier, large windows in the background, and a large wooden display cabinet on the right. The floor is made of polished wooden planks.

GET INVOLVED