



RECRUITMENT INFORMATION PACK

SCHOOL NURSE

P a r t T i m e / 1 6 h o u r s

T e r m T i m e + 2 w e e k s

Location: Holt, North Norfolk, UK

Required for: At the earliest opportunity

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 900+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink, which appears to read 'Douglas Robb'. Below the signature, the name 'DOUGLAS ROBB' is printed in a small, black, sans-serif font.

DOUGLAS ROBB

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N : S C H O O L N U R S E

Reporting to: Senior Lead Nurse

Gresham's are currently looking to recruit a kind and caring School Nurse who will join the dedicated nursing team, looking after pupils across all 3 schools. If you are someone who is passionate about student health and well-being, we would love to hear from you.

T H E H E A L T H C E N T R E

The Health Centre is operational 24/7 during term time. The School Nursing Team consists of five fully qualified Nurses who cover the daytime shift on a rotating roster basis between the hours of 07:15am to 19:45pm and four Night Assistants who cover the overnight shift between the hours of 19:30pm to 07:30am.

The School Nurse role contributes to the term-time operation of the Health Centre, serving all three schools. The School Nurse will support the Senior Lead Nurse in providing a clinically effective, high-quality service to all pupils and staff within the school.

The School Nurse will work in partnership with the Senior Lead Nurse, Health Centre Team, pupils, parents, house staff, the school, Schools Medical Officer, and other agencies to carry out health surveillance, health promotion and other public health initiatives, provide guidance on reporting of any reportable diseases to appropriate authorities and implement treatments and education required by the school. The school nurse will be expected to work at least one weekend every four weeks, based on roster requests and be on call to support the night staff overnight on the day of their clinical shift/s.

The role is offered on a part-time 16 hours per week basis working across 35 weeks of the academic year (33 term-time, INSET and 1 week during the holiday period).

P h i l o s o p h y s t a t e m e n t

Gresham's School Health Centre aims to:

- Work closely with the appointed School Doctor to provide a bespoke, comprehensive, and gold standard health care service to the school
- Respect always issues of confidentiality, subject to caveats relating to child protection and protection of the wider school community
- Recognise the importance of addressing issues of consent and competence in all episodes of care
- Remain fully abreast of changing guidelines and ensure we remain able to deliver best practice in all areas
- Have regard to the Department of Education Guidance Supporting Pupils at School with Medical Conditions published September 2014, last updated August 2017. The school will support pupils with medical conditions, in terms of both physical and mental health, so that they can play a full and active role in School life, remain healthy to achieve their academic potential.

M a i n D u t i e s a n d R e s p o n s i b i l i t i e s

Nursing

- Provide a high standard of service to pupils within professional competence and NMC Code of Conduct and Guidelines
- Responsible for the standards of nursing care of all pupils and staff requiring treatment within the Health Centre and emergency call outs
- Continually strive to develop and maintain relationships with all Houses, HSMs and Matrons including open communication to facilitate a combined system of care for all pupils
- Writing the care plans for appropriate pupils and review annually
- Support the Senior Lead Nurse in all aspect of new pupil medical data entry and assist in the organisation and running of the new pupil medicals
- Triage pupils' needs during Doctor's surgeries, dealing with individual cases personally or deciding to refer to the Doctor as appropriate
- During weekday surgeries undertake a variety of activities, e.g. vaccinations, dressings, obtaining specimens, and communicate treatment plans to House and Parents
- Ensure that a Code of Confidentiality is maintained in all aspects of nursing care unless deemed necessary or as a safeguarding concern
- Assist the Senior Lead Nurse in updating and providing all medical documentation booklets for record keeping for the Health Centre, Prep First Aid Room and Houses
- Organisation and administration of vaccination/immunisations as required
- Organisation and implementation of trip kits for away trips
- Work in conjunction with the Senior Lead Nurse to develop and deliver relevant health promotions within the Health Centre and across the school
- Attend Health Centre evening termly team meetings
- Maintain a clean and tidy work area.

Health Centre Services

For Boarders

- Childhood immunisations/boosters as required
- Pneumonia/Influenza vaccinations (to at risk pupils only)
- Asthma monitoring
- Repeat prescription service
- Organise via Attleborough Surgery travel vaccinations and advice
- Organise attendance at medical, dental or any other health appointments as necessary and communicate appointment times with House Staff

For all Pupils

- Immediate emergency treatment i.e. administration of Adrenaline Auto-Injector for Anaphylaxis
- Treatment of major and injuries minor illness and escalation of care if required
- Emotional support/mental health and wellbeing
- Travel advice and guidance on vaccinations required
- Asthma monitoring
- Organise emergency dental appointments if needed
- Smoking / vaping health promotion and cessation when appropriate training is completed
- Healthy Lifestyle Advice
- Sexual Health Advice, C Card promotion, Emergency Contraception
- Emergency Contraception when appropriate training is completed
- Assess monitor and evaluate in-patient care for pupils admitted to the Health Centre
- Update parents, Gresham's staff, and other services as appropriate
- Respond to possible child protection issues appropriately, following school protocol
- Follow patient specific/group direction (PSG's/PGD's) on immunisation procedures relevant to the school population and individuals
- Responding appropriately to diabetes alerts.
- Detection and management of head lice including appropriate health advice.

Preventative Health

- Operate strict procedures for infectious diseases control
- Follow procedures for the safe disposal of clinical waste
- Be aware of recommended safe storage, usage and disposal of medical supplies and medicines
- Carry out new pupil medicals in conjunction with the school doctor
- Promote and support evidence-based practice

Health Education

- Promote health education throughout the school population, utilising display boards, social media, face to face sessions and presentations
- Provide advice and guidance to pupils in respect of general health and wellbeing
- Update Matrons and other members of staff, as appropriate, in relation to medical matter relating to pupils

- Practical annual training of Matrons and other staff members, as appropriate, in relation to treatment of anaphylaxis/asthma/diabetes and any other medical conditions after appropriate training.

Administrative

- Maintain computer based medical records accurately, confidentially and securely
- Keep in-patient nursing records to a high standard ensuring the accurate and rapid retrieval of information
- Record dispensing of drugs following drug protocols
- Maintain general office procedures

Health & Safety

- Comply with Health & Safety Standards Policy within the School and Health Centre
- Work within Scope of Practice

Personal

- Keep up to date with health promotion initiatives
- Ensure professional development following NMC regulations regarding post registration education and revalidation
- Participate in internet/on the job coaching/formal training/personal reading/networking as required it further of own personal development and updating
- Participate in annual clinical appraisal, linked with the school appraisal system with Line Manager

Other responsibilities

- Always ensure the safety and wellbeing of children and young people at the school by adhering to and complying with the school Safeguarding (including Child Protection) Policy and Procedures.
- Attend whole school staff INSET sessions
- Always adhere to Health and Safety legislations, inc ISI Legislation and Framework and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster and Line Manger
- Be a source of advice for all School staff as required
- Ensure the Health Centre maintains and develops its place within the School and the wider community

The position gives the regular opportunity for contact with children and young people and is therefore classed as a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Registered General Nurse (RGN)	✓	
SCPHN/ Emergency Nurse		✓
Current Registration/Revalidation	✓	
Holder of Adult/Paediatric BLS First Aid Certificate	✓	
P R O F E S S I O N A L W O R K E X P E R I E N C E	E S S E N T I A L	D E S I R A B L E
Experience in Triage, Practice Nursing, Paediatric Child Care	✓	
Experience working in Primary Care, minor injuries, Medications Management, injectable vaccinations	✓	
Experience in provision of School Health Education or other health education		✓
Experience of keeping clear accurate confidential records	✓	
P E R S O N A L C O M P E T E N C I E S A N D S K I L L S		
Familiarity with childhood medication issues and immunisations	✓	
A thorough knowledge of child health issues	✓	
Experience of minor injuries, wound dressing management, and referral process	✓	
Experience of working as part of a team	✓	
Ability to undertake a range of clinical skills including First Aid and Emergency care	✓	
Ability to work independently and have the initiative to refer on	✓	
Ability to work with complete discretion	✓	
Knowledge and experience of using Microsoft Office	✓	
Ability to promote and safeguard the welfare of children	✓	
Willingness to update and learn new skills and complete yearly mandatory training	✓	
Excellent communication skills, both orally and in writing	✓	
Ability to work in a non-judgmental way	✓	
Confidence and competence to work independently and make some quick, important decisions/judgements	✓	
Willingness and confidence to work alone	✓	
Caring and supportive personality	✓	

Ability to prioritise a multitude of tasks within a busy environment	✓	
Ability to work accurately and efficiently with attention to detail	✓	
Understanding of the importance of communication within a Boarding School	✓	
Able to interpret behaviour and distinguish between symptoms and underlying causes	✓	
Physically and emotionally resilient	✓	
Independent thinker	✓	
Good sense of humour	✓	
Flexible, motivated, adaptable, 'can-do' attitude	✓	
Driving Licence	✓	

R E M U N E R A T I O N A N D O T H E R B E N E F I T S

S A L A R Y

This role offers a competitive salary which is dependent on experience.

£15.88- £19.33 hourly rate

£9,972 - £12,139 in respect of 628 paid hours inclusive of paid statutory holiday

W O R K I N G H O U R S

Part Time – 16 hours per week (32 per fortnight) across 35 working weeks per academic year (33 weeks term-time, INSET plus 1 week during the school holiday period)

B E N E F I T S

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Medical Scheme
- Free school lunch during term-time when on duty
- Car parking on site
- Life Assurance
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

P E R S O N A L D E T A I L S

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUALITY & DIVERSITY MONITORING

In order that we can continue to develop and meet our obligations under the Equality Act you will complete this form as part of the application process via MyNewTerm. The information within this form will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be used during the selection process or seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- A UK Birth certificate
- Passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- Original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). If you are on the DBS Update Service, you will be required to bring along the certificate that relates to this subscription.

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place
- Receipt of a minimum of two satisfactory references

- Verification of identity and qualifications
- A satisfactory DBS (Disclosure and Barring Service) disclosure
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances
- Completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2025 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

W A R N I N G

Where information on a candidate is found;

- To be on the DBS Children's Barred List,
- To be on the Protection of Children Act List
- Their DBS disclosure shows they have been disqualified from working with children by a court
- They have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY SCHOOL NURSE

If you would like to apply for the part-time position of School Nurse, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to also outline how your interests, skills and qualifications may contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

The recruitment team can be contacted via applications@greshams.com or hr@greshams.com or by calling 01263 714623 / 714589.

Please submit your application by the closing date of 15th February 2026. If your application is submitted after this time, we will not be able to accept it.

Interviews: 26th February 2026

Required for: At the earliest opportunity

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

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www.greshams.com

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