



School Nurse Information Pack





The School

Monkton is not just a school; it's a community where every role plays a vital part in shaping the experience of those who live, learn, and work here. As a thriving boarding and day school in a stunning valley just outside Bath, we take pride in fostering a welcoming environment where people feel valued, supported, and part of something bigger.

We are always looking for ways to create a culture where both pupils and staff can reach their full potential. Whether you are starting out in your career, looking for the next challenge, or bringing years of experience to a new role, Monkton provides a supportive and inspiring place where you can thrive and grow. While our Christian ethos underpins our values of kindness, respect, and care, we welcome people from all backgrounds who share our commitment to excellence and community.



A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Monkton seeks to appoint a dedicated and professional school nurse or similar professional registered person to join our small, hardworking, and friendly medical centre team, which works across the whole school.

The role aims to support pupils' health and well-being so that they can fully participate in school life and provide health care to school community members. In both areas, the medical centre team strives to develop and maintain positive and mutually supportive relationships with the broader school community, particularly those at the core of our exceptional pastoral care.

Our nurses work on a shift basis across both sites, so a flexible approach is essential. Due to the role's nature and in keeping with the nature of an Independent Boarding School, work hours include evenings and weekends.

Relationships: The post holder is responsible to the Medical Centre Manager and, ultimately, the Vice Principal

Fundamental Task: To provide high-quality, clinically effective health care with a warm and caring approach. Working within the NMC or appropriate professional code of care for all students, providing first aid and emergency care to all school community members and visitors whilst on school sites, and conducting yourself professionally with tact and diplomacy at all times.

Specific Duties:

- Provide first aid and emergency care to all staff and visitors whilst on-site.
- Adhere to the appropriate Code of Conduct and NMC Code for Nurses and conversant with the Scope of Professional Practice and other NMC advisory papers. Demonstrate professional conduct, preserve client's rights, including confidentiality, and promote mutual respect among colleagues.
- Maintain and improve professional knowledge and competence, keeping up to date with professional clinical issues relevant to work in schools.
- Organise and run nurse drop-in clinics attended by students for routine medication and simple nursing needs
- Triage and assess unwell/injured students brought to the medical centre; monitor progress and assess the need for either escalation of treatment or fitness to attend lessons; and inform houseparents, parents, and teachers as appropriate.



- Assess and care for students admitted to the medical centre. If this forms part of your contract, this may include overnight when on duty.
- Working with the medical centre admin person to arrange for boarding pupils to attend any medical or other health appointments and arrange transport and escorts as required
- Work with and advise the Principal, Deputy Heads, Houseparents, Chaplain, and other staff about medical and pastoral matters, as appropriate, while maintaining pupil confidentiality wherever possible.
- Build relationships with students and staff members to enhance health provision and advice within the school.

- Organise school GP surgeries, including advising pupils to attend and aiding the school GP during clinical proceedings and medical examinations when required. Ensure actions resulting from appointments are actioned and shared with the team.
- Work closely with other members of the Medical Centre team across the whole school, ensuring effective communication and liaison with team members.
- Within the medical centre team, manage and support students with chronic illnesses and implement plans for their long-term care; ensure all pupils with asthma, allergies, or specific health needs have an appropriate care plan.

- Maintain an appropriate level of care for students with specific medical conditions, e.g. ensuring any pupils requiring an adrenaline auto-injector (AAI) have in-date AAIs and all asthmatics have access to an inhaler and an Asthma action/care plan.
- Maintain medical records accurately, confidentially, safely, and promptly in accordance with school policies and procedures.
- Administer appropriate over-the-counter and prescription medications following medication policy and within Patient Group Directives.

- Maintain treatment room stock, hygiene, and tidiness and ensure that an appropriate environment is maintained for all attendees.
- Maintain and be responsible for the safe storage, usage and disposal of medications and supplies.
- Monitor and respond to emails and communicate with staff as required. Follow procedures for email management and communications to team members.
- Provide condition reports and first aid kits for school trips and maintain an up-to-date stock of all school first aid kits.



- Promote health education throughout the school population and provide confidential health advice, counselling and referral as appropriate.
- Organise school medical examinations and other surveillance audits. Contribute to pupil health-related education as needed.
- Liaise with external agencies, including immunisation nurses, doctors, physiotherapists, counsellors
- Ensure all emergency drugs and equipment are up to date, all medications and equipment are restocked, and any equipment is regularly serviced.

This is not a definitive list; your duties will be at least those listed above. You will be expected to comply with all school policies and procedures, including reporting any concerns to the appropriate person regarding child protection, health and safety, welfare, security, confidentiality, and data protection.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

Coaching Ethos: Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.

Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	Registered Nurse on part 1 of the NMC register or equivalent professional body.	✓	
	RCN - Registered Children's Nurse		✓
	Clean valid driving licence (to move between sites) or other form of transport		✓



		Essential	Desirable
Experience	<p>Will need to have the professional competence and experience required to fulfil the duties outlined.</p> <p>Experience of using databases, email, the internet and other IT systems.</p> <p>Paediatrics / Practice Nursing / First Aid training / Asthma / A&E / Diabetes/Counselling</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

		Essential	Desirable
Knowledge and Understanding	<p>Knowledge of relevant regulations and guidelines</p> <p>Equal Opportunities, Health and Safety and Child Protection</p> <p>Understanding of how the role of School Nurse and Medical Centre contribute and align to the whole school life, being confident to work independently with experience of lone working</p> <p>National minimum standard of boarding schools or willingness to learn</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

		Essential	Desirable
Skills	<p>Good listening skills, patience and an understanding of the emotional needs of teenagers.</p> <p>Must be able to work well with others and keep open channels of communication with other team</p>	<p>✓</p> <p>✓</p>	



	members, parents, pupils and staff whilst maintaining professional confidentiality.		
	Confident user of IT packages and systems appropriate to the position	✓	

		Essential	Desirable
Personal Attributes	Ability to build a genuine rapport with pupils	✓	
	Good team worker; be able to shoulder responsibility and make wise decisions, be enthusiastic in the wide variety of roles and needs that the Medical Centre undertakes to meet.	✓	
	Confident and not requiring close oversight or frequent guidance.	✓	
	Warm hearted and sympathetic to deal with youngsters in distress and yet be firm and discerning.	✓	
	Full sympathy with the Christian ethos of the School and be able to take the Christian perspective into account in counselling situations, while being sensitive to those with different or uncertain beliefs.	✓	

Safeguarding

Monkton Combe 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 Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)



Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.