



EDGBASTON HIGH SCHOOL

SCHOOL NURSE

Part-time (32.5 hrs/wk) starting in September

INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Outdoor classrooms
- Sports facilities - pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.



WORKING AT EDGBASTON HIGH SCHOOL

THE OPPORTUNITY

At Edgbaston High School we pride ourselves in the excellent care given to our girls, and our School Nurse is integral to this. The ideal candidate for this role will be a registered Nurse with a kind, caring nature and meticulous attention to detail. They will have experience of working in paediatrics, in particular administering medication and first aid to children on an ad hoc basis as well as to those with chronic and complex medical conditions.

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

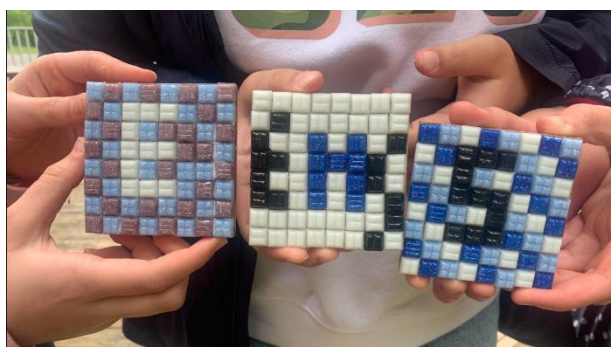
BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas



ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.

OUR PREP SCHOOL

Our Prep school is a happy, lively community. We welcome girls aged 2 to 11 in two parts, Pre-Prep ('Westbourne') and Prep. From their earliest days with us we encourage independence and value individuality. Our nurturing environment led by highly experienced teaching staff, ensures that every girl has the opportunity to build the foundation blocks for a lifelong love of learning. Education here is exciting and challenging. Staff encourage all pupils to thrive, giving support where necessary and providing a wealth of opportunities and experiences inside and outside of the classroom.

The girls are the beating heart of our school. Visit us on a school day and you will be welcomed by an atmosphere of warmth and support, full of fun and laughter. You will meet girls confident enough to take risks and keen to explore interests and passions, engaging confidently with the world and with each other.

We are proud of, and celebrate, our academic achievements and many of our girls successfully gain places at highly sought after grammar schools or gain scholarships to EHS Senior school when they move on from the Prep school at the end of Year Six.



SCHOOL NURSE

Job Description

Title of post: School Nurse
Responsible to: Head of Prep School
Hours of Work: 32.5 hours per week during term time + 2 days during school holidays
Monday – Friday, 8.30am – 4:00pm (with 1 hour unpaid lunchbreak)

Purpose:

- To take responsibility for the health care of all pupils in the Prep School (and staff in emergencies) during the school day, adhering to codes of practice and professional guidelines.
- To enable safe and appropriate care of Prep pupils with chronic and complex medical conditions
- To provide health advice and expertise for staff and parents where possible

Main Responsibilities:

- To provide first aid as required.
- To be responsible to the recommended safe storage, administration, usage and disposal of medical supplies and drugs; ensuring compliance with regulatory requirements, securing and delivering controlled medicines and maintaining stocks of over-the-counter and prescribed medicines as necessary.
- To support pupils with diagnosed with specific medical needs, liaising with parents/carers and external agencies as required.
- To operate procedures for the control of infections diseases and follow procedures for the safe disposal of clinical waste.
- To maintain the medical room as an attractive and hygienic space, ensuring that it is adequately equipped at all times.
- To contact parents/carers during the school day regarding medical and health needs of pupils, logging any contact as appropriate.
- To write, review and update the following documentation for pupils as required:
 - Individual Health Care Plans (IHCPs)
 - Risk Assessments
 - Personal Emergency Evacuation Plans (PEEPs)
- To assist with safeguarding issues related to pupils, logging any concerns on MyConcern.
- To maintain static First Aid boxes and emergency equipment throughout the whole school, in conjunction with the School First Aider.
- To provide First Aid boxes and pupil-specific medical supplies and drugs for Prep educational visits.
- To be available to support school educational visits where medical support is required.

Administrative Responsibilities:

- To maintain and update accurate and confidential records on all pupils in iSAMS, including overseeing all medical-related admissions data for new pupils, in conjunction with the School First Aider.
- To maintain an accident log on Evolve; gathering statistics and submitting RIDDOR reports as required.
- To provide health related pupil information to Prep staff taking school trips.
- To report on health issues and accidents to the Health and Safety Committee.

- To assist with writing and updating health related policies and paperwork, as required.
- To ensure full compliance with all regulatory requirements.
- To manage the budget for the school medical rooms, including procuring first aid stock and other supplies as required.

External Liaison

- To liaise with the immunisation team, visiting health professionals and other external agencies.
- To organise external staff training in First Aid, Epipen use, Asthma, Epilepsy etc.

General Responsibilities:

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required.
- To attend to any other duties as may be reasonably required by the Head of Prep or Headmistress.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.



SCHOOL NURSE

Person Specification

Qualifications/Professional Development

- Registered Nurse
- Paediatric First Aid qualification (refresher training can be provided)
- Evidence of commitment to continuous professional development

Experience

- Experience of working with children is essential
- Experience of working in a school environment would be beneficial
- Experience of administering medication and first aid to children is essential
- Experience of caring for children with chronic and complex medical conditions is essential

Required Knowledge

- Knowledge and understanding of health and safety and regulatory requirements, including accident reporting
- Knowledge and understanding of correct procedures for safe storage and administration of medication
- Sound understanding of safeguarding principles
- Understanding of physical development of young people

Skills and competencies

- Empathy and understanding of the emotional needs of children
- Assertiveness in promoting and advocating the health and wellbeing needs of pupils
- Excellent written and verbal communication skills
- Highly practical with common sense and initiative
- Highly organised
- Excellent IT skills including proficiency in Microsoft Office tools, MIS or similar databases and accident reporting software

Personal attributes

- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and pupils
- Sensitivity to others and the ability to work cooperatively
- Understand and demonstrate a commitment to equality and diversity
- Inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Manage own time effectively and flexibly, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community

HOW TO APPLY

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Applications, addressed to Mrs Nina Hobson, Head of Prep, should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:
recruitment@edgbastonhigh.co.uk

If candidates prefer to send their application by post, it should be addressed to:

Corinna Gregory, HR & Compliance Officer
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham B15 3TS

The closing date for applications is **9am on Monday 21st July 2025.**

Interviews will take place at Edgbaston High School for Girls shortly after.

Successful candidates will be invited to a formal interview there will also be an opportunity to tour the School on the day.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

