

A Leading HMC Selective Co-Educational Day School.
Conveniently located in the heart of Kingston upon Thames with a superb Sports Ground by the Thames opposite Hampton Court Palace. Easy access to central London by rail and road.

SCHOOL NURSE

Are you a qualified nurse with strong clinical expertise and a passion for supporting young people? We're looking for a compassionate, proactive, and clinically skilled School Nurse to join our dedicated medical team. Working alongside our Lead Nurse, you'll play a key role in providing clinical care and promoting the health and wellbeing of our students in a nurturing and inclusive school environment.

This is a rewarding role where no two days are the same. You'll be responsible for delivering high-quality clinical care, managing a wide range of health needs, responding to medical emergencies, and providing emotional support to students. You'll also contribute to health education and wellbeing initiatives across the school.

We're looking for someone who thrives in a fast-paced, varied setting, and who can juggle multiple priorities with calm professionalism. If you're adaptable, empathetic, and have great communication skills, we'd love to hear from you.

What we're looking for:

- A qualified nurse with current NMC registration
- Excellent clinical judgement and up to date nursing knowledge
- Confidence in managing acute and chronic conditions in a school setting, including safeguarding
- A caring and understanding approach

The role is offered on a full-time, term-time only (40 hours/week) basis which gives the opportunity for a great work life balance. The salary is annualised, meaning you are paid evenly throughout the year with the hours being worked during the school terms. We are open and able to consider flexible working options and welcome part-time applications.

If you wish to apply, please send your CV and a covering letter to HR@kgs.org.uk by 9.00am on Monday 3rd November 2025. Interviews will be held during the week commencing 10th November 2025. Early applications are encouraged as we may interview before the closing date, and we reserve the right to close the vacancy at any stage of the process.

Prior to interview, an online search will be conducted to identify any past or current incidents or issues that might affect your suitability to work with children and undertake this role. This is in line with guidance in Keeping Children Safe in Education. Please note this online search will be carried out only on publicly available information and be limited to issues relating to your suitability to work with children and/or in a school environment. Issues that arise will not automatically be a bar to your employment at this school.

Kingston Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

SCHOOL NURSE

Job description

Summary of the Role:

We are seeking a compassionate, proactive and skilled Nurse to join our dedicated medical team. Working with the Lead Nurse, you will play a vital role in supporting the health and wellbeing of our students through quality clinical care, health education and emotional support, all within a nurturing and inclusive school environment.

This is a rewarding and varied role where no two days are the same. You'll need to be adaptable and confident in managing multiple priorities, responding to the evolving needs of our school community.

As the school continues to grow, this position forms a part of an expanding nursing team, offering an exciting opportunity for both professional development and personal fulfilment.

Main Duties and Responsibilities:

Clinical Care

- Day-to-day medical care for students; including assessment, treatment and safe return to their school day where appropriate
- Performing necessary health checks and procedures to support diagnosis and care planning
- Administering medication in line with school policy and individual healthcare plans.
- Coordinate alternative care when students are unable to remain at school e.g. home, urgent care centre, GP or hospital
- Communicate effectively with parents regarding medical accidents, conditions or concerns ensuring safeguarding protocols are followed.
- Maintain accurate and confidential records using online school systems (iSAMS and CPOMS)
- Act as clinical deputy for the Lead Nurse in their absence

Medical Centre

- Ensure the medical centre is well-stocked, clean, and compliant with Health & Safety and infection control standards
- Manage the safe storage, administration, and disposal of medications and medical supplies

Supporting the Wider School Community

- Liaise with local health authorities to coordinate and administer student immunisations.
- Manage parental consent for immunisations and ensure accurate documentation.
- Oversee the maintenance and restocking of first aid kits across the school, including trips and sports
- Support the Lead Nurse in coordinating staff training.

Medical Administration



KINGSTON GRAMMAR SCHOOL

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- Maintain and regularly update confidential student medical records, including Individual Healthcare Plans (IHPs), risk assessments, and medical registers (e.g. asthma, anaphylaxis, diabetes)
- Ensure timely and accurate reporting of accidents in line with school procedures
- Assist in the annual review and development of medical policies and procedures

Training & Professional Development

- Support the delivery of medical training for staff and students as directed by the Lead Nurse.
- Stay up to date with best practices in school nursing and contribute to continuous improvement in care delivery.

Hours of Work

This role is offered on a fulltime basis, 40 hours per week, 38 weeks per year to include term time. The hours are Monday to Friday, 8.15am - 4.15pm. This is an annualised post, meaning hours are worked during the term time only with the balance of hours worked upon agreement with the Lead School Nurse in the school holidays, with pay spread evenly across the year.

Person Specification

Qualifications RGN/RN, RSCN and NMC registration
Experience - Previous experience in paediatric, school or community nursing is highly desirable - Good working knowledge of Child Protection and Safeguarding protocols - Computer literate and confident using Microsoft packages
Skills and Knowledge - Excellent communication and interpersonal skills - Experienced/confident in emergency procedures such as Anaphylaxis, Defibrillation, Asthma - Knowledge of Health and Safety at work - Strong organisational and record-keeping abilities
Personal Competencies and Qualities - A calm, compassionate and proactive approach to student care - Ability to multitask and effectively prioritise changing workload - Ability to form and maintain appropriate relationships and personal boundaries with students - A commitment to safeguarding and promoting the welfare of children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection 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 s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head.