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PORT·REGIS

Bank Health Centre Nurse

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

We are seeking to appoint a Bank Health Centre Nurse to join our delightful Health Centre team.

Role Profile

We are ideally looking for a Health Centre Nurse with experience of working in a school setting but will consider candidates with other health care training/qualifications and experience. The successful candidate must have a kind, caring and cheerful nature and be able to build strong relationships with our children, health care and boarding staff teams.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits
- Complimentary use of the School's staff gym and Sports Centre
- Free Parking
- Delicious meals in our Dining Hall during working hours in term time
- Access to counselling, probate and bereavement support services
- To join a delightful team and exceptional working environment

Hours of Work

The hours of work for this role are varied to cover shifts in our Health Centre when we are in need of additional staff or to cover staff absences. During term-time only (details of our term dates can be found on our website) 32 weeks a year.

Our Health Centre is operational 24/7 during term time (07.00-20.00 and then on call overnight). When you are on overnight duty, you will be provided with overnight accommodation in the Health Centre, and will only be required to work when children are unwell in the Health Centre or if a child becomes unwell overnight. There is also a requirement to be in attendance at the School for a few days at the start of each term for preparation/staff training

Start Date

September 2026

Job Description

Responsible to

Health Centre Manager.

Purpose
To assist with the provision of clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community.

Consultation
In carrying out your duties you shall consult (where this is appropriate or you are requested to do so) with the Health Centre Manager, GP Surgery, Deputy Head (Pastoral), Designated Safeguarding Lead and Bursar (for financial or safety matters).

Professional Duties
This will include:

- Adhere to the NMC Code of professional conduct and be conversant with the scope of professional practice and other NMC advisory papers
- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils
- Ensure that a code of confidentiality is developed and adhered to

Nursing Tasks
To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site. This will include:

- Organise and run nurse drop-in clinics during span of duty (within agreed level of competence)
- Ensure care plans are developed and written for pupils requiring them, in liaison with tutors, parents, and boarding house staff
- Liaise with Learning Support, parents and Houseparents in providing necessary care to children with additional needs
- Provide first aid and emergency care and treatment as necessary - this includes maintaining stock of all school first aid kits both around the school and in the minibuses, and includes providing adequate first aid and emergency treatment (where appropriate) at sports fixtures played at Port Regis
- Provide a confidential health advice service as appropriate
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals
- Operate procedures for control of infectious diseases
- Follow procedures for the safe disposal of clinical waste
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs
- Maintain treatment room stock, hygiene and tidiness
- Assess children for games
- Collate lists for off-games, absentees, appointments etc
- Liaise with parents over the phone and via email and speak to those who come to the Health Centre
- Inform tutors or games staff of children who cannot play in matches, messages from parents etc
- Identify all children who need follow-up assessment or whose parents request for their child to be seen and checked
- Update medication lists and print for the next week - check that dosages are correct
- Ensure children attend the Health Centre for medication/assessment/review as required. Advise staff who are unwell whilst on duty / on site

Boarding

- Assist with organising doctors' appointments. Arrange for boarding children to attend any medical, dental or other health appointments as necessary to include transport and chaperoning arrangements and maintain records of taxi bookings
- Assess, implement and evaluate in-patient care of pupils admitted to health centre
- Maintain safe storage, usage and disposal of medical drugs and supplies

Health education

This will include:

- Promote health education throughout the school population
- To ensure the provision of and access to a range of publicity materials on issues relating to student health
- Keep up-to-date with current health promotion initiatives

Administrative

This will include:

- Maintain medical records accurately, confidentially and safely
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
- Record dispensing of drugs for children on whole school site following drug protocols
- Maintain general office procedures including liaison with admissions to obtain medical records for new pupils
- Register new boarding pupils with the GP surgery as required
- Maintain a record of pupil medical conditions which should be readily available to all staff via medical flags on iSAMS

Health and safety

This will include:

- Have an involvement and awareness of health and safety issues within the school affecting staff, children or the environment
- Keep records of reported incidents/accidents and follow the school's policy on accident reporting and investigation

Liaison

Internal

This will include to work closely with other members of the pastoral team to ensure seamless and continuous care, and with parents, academic staff, bursary, school office staff and all other departments as necessary. Working closely with the Health Centres managers/nurses.

External

- School health advisers and other members of the primary health care team
- Social services where appropriate
- Doctors, health centre staff and pharmacy (as appropriate)
- Appointments and admission staff for consultants, orthodontics, dentist and opticians
- Health Protection Agency as appropriate
- Multi Agency working when necessary

Flexibility

- It is a requirement of the role that you are able to be flexible with your working hours. We are a small team and it will be necessary to cover one another from time to time e.g. to cover sickness absence within the team and to provide additional support for specific events (such as immunisations, larger sports fixtures)

General

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies
- Ensure the reflection of Port Regis' values in all communications
- Adhere to the school's policies as contained in the Staff Handbook
- Undertake any other duties as may reasonably be required

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Recognised qualification for fitness to practice
- A kind, caring and cheerful nature
- Strong team player who can develop effective working relationships
- Strong IT, communication and organisational skills
- Proactive, with the ability to work independently, and take responsibility for actions
- The ability to prioritise and share the workload with/support your team as required
- Diplomacy, integrity and the ability to maintain confidentiality when required
- Patience and a sense of humour
- Calm under pressure

Desired

- Paediatric first aid training (or other health care training/qualifications and experience)
- Experience of working in a similar role in a school setting

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you.
Please complete the application form on the website and send it, along with a covering letter, to: Clair Beaty-Pownall, Director of People (peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience. We reserve the right to close this vacancy early should we receive sufficient applications; therefore, **early applications are encouraged.**

Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct in conjunction with your application.

Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.