School Nurse
September 2026

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Tes Schools Awards 2024
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Boarding School of the Year
Haileybury
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Haileybury

Candidate Information

Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and purpose.

Haileybury was recently selected as one of the 100 best private schools in the world and our last inspection was outstanding. Interest in the School from prospective families is as strong as ever.

We are a dynamic, outward-looking and future-oriented school. We offer a 21st Century relevant curriculum and our pupils leave school with the values, skills and credentials they will need to thrive.

Through our team of dedicated staff and as a result of exceptional facilities across our remarkable campus, we are able to offer our pupils an extraordinary range of opportunities.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of the relationships across our community.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master

Haileybury

The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed here.

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, kindness and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All Senior School pupils are boarders or day pupils in one of the 12 senior Houses. There is also boarding House in our vibrant Lower School. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury

The role

Haileybury is seeking to appoint a dedicated School Nurse to join its busy and supportive Health and Wellbeing team.

The School Nurse is part of the nursing team who provide 24 hour care during term time, this includes evening, night and weekends shifts. The team is based in the Health and Wellbeing Centre at Haileybury. The nurses work alongside the School Counsellors, Physiotherapist and GPs from a local surgery. The School Nurse will work on their own during a night shift, with support available from the 24hr security team if required.

The primary objective of the role is to provide nursing care for Haileybury pupils and to set a high standard of nursing practice in the management of both acute and ongoing medical conditions. The nurses work closely with a variety of staff across the School to ensure they are an important part of the community and appropriately involved with School activities/operations. An effective working relationship with the Housemaster/Mistress and Matrons is key to this role for ensuring all round care.

The post of the School Nurse is a term time plus 1 week (34 weeks) position. The core working hours will be on average 37.5 hours per week, based on a rota basis across the week, including 12 hour shifts.

The School Nurse will report to the Clinical Lead Nurse.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.

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Responsibilities

- To assess accurately and treat appropriately pupils who report to the Health and Wellbeing Centre with both acute and chronic conditions.
- To administer medication as required, in line with School policies and/or the GP's instructions.
- To work as part of a team providing advice to pupils on a wide range of conditions including, but not limited to, asthma prevention and management, travel advice (including vaccination clinics), sexual health, nutrition and smoking cessation.
- To provide a health promotion service to pupils e.g. leading talks with pupils or presenting to small groups.
- To maintain accurate records in the administration of medication and care of pupils, using IT systems such as iSams. To order and dispense medication to pupils as required by the GP.
- To educate and support pupils taking regular prescription medication to achieve maximum compliance.
- To administer drug testing to pupils when requested by the Deputy Master.
- To keep up to date with current changes and research to the benefit of clinical practice, in particular in line with NMC requirements.
- To work as an effective member of a multidisciplinary team, to share knowledge and experience in order to promote best practice and to encourage good communication and positive working relationships within the team.
- Work to ensure the school nurse is a visible part of the school, supporting other departments where possible and participating in pastoral and safeguarding work where appropriate.

Haileybury

Responsibilities

- To provide accurate and meaningful information and advice to other departments/disciplines on the care of pupils at school and home.
- To maintain and develop an important role in pastoral care of pupils, together with the GP, school counsellor, House Master/Mistress and Matron.
- To assist the GP as required.
- To communicate effectively with parents/guardians, house masters/mistresses and matrons concerning pupil's health and wellbeing in accordance with the NMC Code of Conduct regarding confidentiality.
- To maintain accurate and complete records and statistics to the required standard for evaluation of the service and to ensure patient confidentiality is maintained.
- To coordinate out of school appointments for pupils e.g. dental, optician, etc., including organising transport and chaperone, as required.
- To ensure as far as possible the safety and welfare of pupils and staff. This includes providing a first aid response when required, for staff, pupils and others at Haileybury.
- To attend the location where first aid, medical treatment or care is required across the school campus. This may include attending a boarding house, potentially during the night, to assist or care for a pupil.
- Assist with the provision of first aid supplies and equipment across the school and any necessary compliance checks.
- To keep the Clinical Lead Nurse up to date about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To fully utilise all appropriate I.T. systems in order to complete duties in the most effective way.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
- Any other reasonable duties as required to ensure the smooth running of the Health and Wellbeing Centre.
- To undertake their responsibilities to promote the safety and wellbeing of children and young people.

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Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

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Person specification

Essential Qualifications

- Registered Nurse
- Current registration with NMC

Essential Knowledge, Skills and Experience

- Excellent organisational and time management skills
- Good literacy and numeracy skills
- Proficient in Microsoft/ Google Suite
- Excellent written communication skills

Desirable

- Previous experience using electronic medical records
- Experience of working in a school or other educational institute

Personal Attributes

- Ability to communicate effectively with people at all levels in an organisation, ability to relate to young people
- Self-starter with commitment to learn and update knowledge and skills through regular CPD
- Ability to work under pressure
- Ability to work as part of a team
- Ability to work unsupervised and use own initiative
- Willingness to work flexibly when required, and the ability to adapt to the needs of the role
- Ability to build, develop and maintain professional relationships
- Discretion, tact and diplomacy, and the ability to maintain strict confidentiality
- Conscientious, trustworthy and reliable

Desirable

- Good understanding of working in a school and residential environment

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Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, tennis centre, and swimming pool, at certain times.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include cycle to work scheme, EV scheme, pension, and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.

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Application process

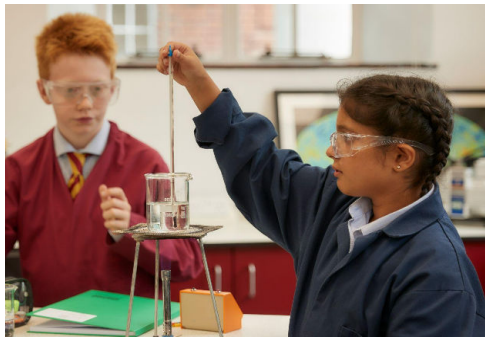
To apply for the above position, please complete the application form in full, with reference to the job description and return it to **hr@haileybury.com** by **Wednesday 30th September 2026** at **12 noon**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.



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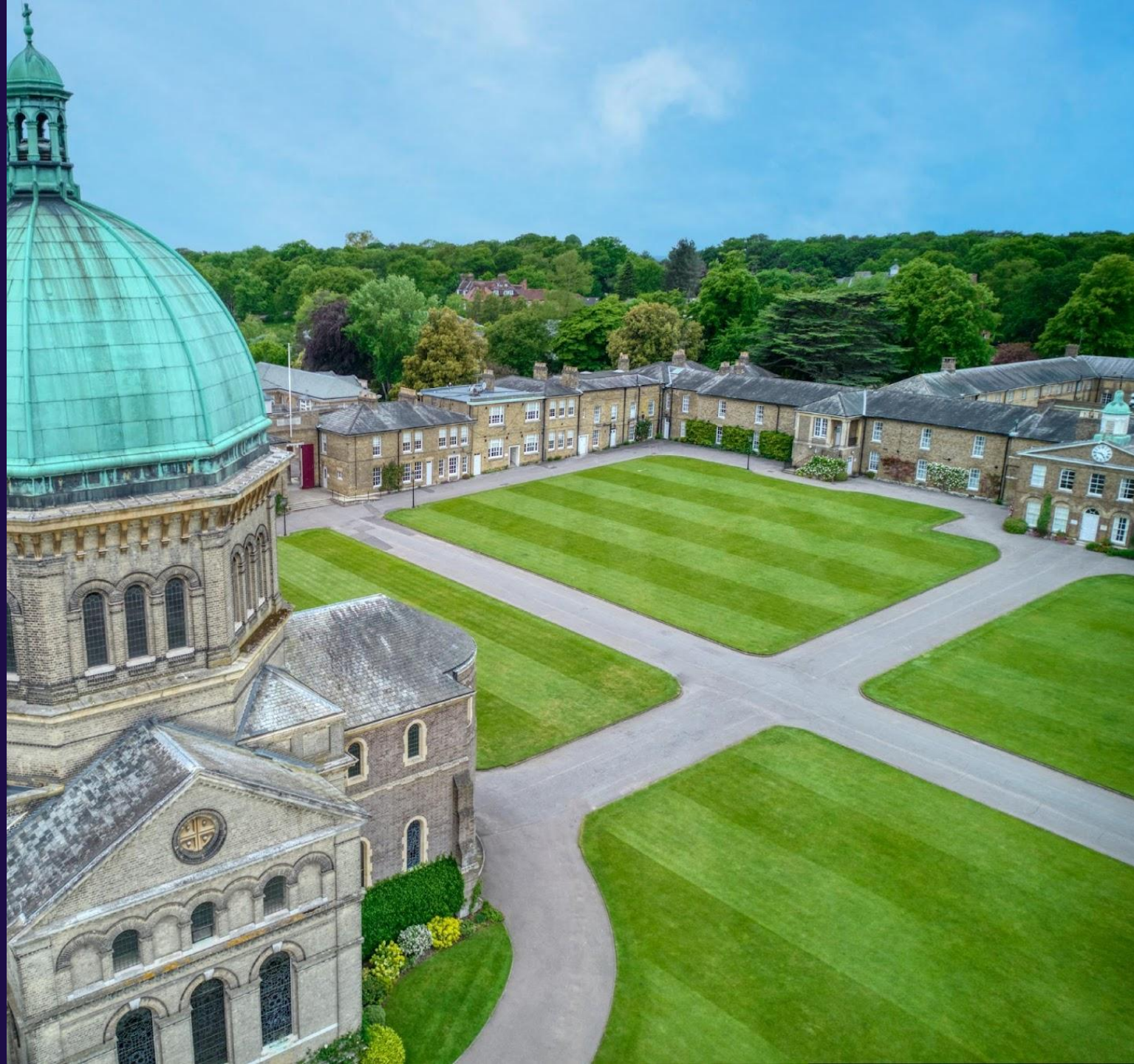

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