

Job Title	School (Staff) Nurse
Reports to	Senior Nurse Manager

Job Purpose

We are seeking to appoint an enthusiastic and committed individual to join the College as a School Nurse with the Health Centre department. The role of the School Nurse is to provide nursing care to pupils and first aid to staff. You will also be responsible for providing basic assessment of minor illness and injury, monitoring long-term conditions, keeping records of patient consultations, drug administration and updating immunisation records. You will also run nursing clinics such as morning surgery, asthma, vaccination and wound care clinics.

Key Tasks and Responsibilities

- Responsible for providing nursing care for in-patients and out-patients;
- Ensure observations of in-patients are updated regularly and recorded accurately;
- Responsible for the general care of pupils who are unwell in the Health Centre, supplying them with a light meal if required (the College provides training on food hygiene);
- Supervise morning surgery with the doctors; ensuring pupils who are in-patients are seen daily by their doctor;
- Assist with care of out-patients including triage, venepuncture, and wound care;
- Responsible for administration of medicines and treatments; including asthma care and allergy care;
- Carry out assessments and provide treatment of minor injuries and sport injuries;
- Provide travel immunisations and routine immunisations;
- Be involved in health promotion and health education of a variety of topics;
- Ensure medicals are carried out for all new pupils, accurately updating their records (with height, weight, urine, BP, VA, PEF, etc);
- Active participation in training and team development activities, including training sessions for Dames on subjects such as but not limited to asthma, diabetes, ADHD, epilepsy and anaphylaxis;
- Provide "First Aid" care to college staff while on site;
- Exhibit a flexible approach to working on a rota basis of late and early shifts, which will include being on-call at night and to provide necessary cover where needed;
- Promote good general nursing care;
- Work within the relevant legislation, policies, and procedures;
- Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood;

Last Updated: August 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

Stakeholders

The Staff Nurse will have the ability to work independently as well as part of a team. Key stakeholders include, but are not limited to:

- The Health Centre;
- Pupils and parents of pupils;
- Colleagues across the organisation, including House Masters and Dame;
- Individuals outside the College, including local medical services.

Skills and Competencies Required

To be successful in this role, the incumbent should have the following:

- Registered Nurse with valid NMC PIN;
- Education or continuing education within nursing; with a minimum of 1-year post registration experience;
- Good IT skills;
- Dual qualification RN/Child Branch is desirable;
- Clear understanding of the NMC code of conduct;
- Experience working with immunisations, diabetes, asthma, and minor injury/illness is desirable;
- Experience in health education and health promotion is desirable;
- Experience of working with young people in a school environment is desirable • Well organised with an eye for detail.

This role may also be of interest to you if you have: -

- Confidence to use own initiative, but also know when to ask for help and guidance;
- To be able to work in a team;
- Great communication skills.

Working Pattern

- Working weeks are 40.6 per year (which includes 5.6 weeks of holiday);
- When a Bank Holiday falls during a School term there is a requirement to work on that day, and this is already included in the salary. You are required to take your paid holidays (including any additional days in lieu) during the school holidays, excluding the three days before the start and end of term;
- Your shifts will include mornings, evenings and on calls. The College will provide you with suitable accommodation during the on-call hours. The college may at times also ask that you are available should any shifts require covering during staff sickness.

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ROLE PROFILE

Disclosure Checks

Eton College 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, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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