Brief for the position of

# School Nurse – Maternity Cover



AD VITAM PARAMUS

SHERFIELD
SCHOOL

*Nursery • Junior Prep • Senior Prep • Senior • Sixth Form*

EiM
Education in Motion

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# Background

**Sherfield School is an outstanding, all-round academic, active and creative school where students thrive and flourish as they experience the excitement and enjoyment of learning.**

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for students from 3 months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Through a rich variety of experiences, Sherfield students become passionate, creative problem-solvers, ready to contribute to a global society. As ambitious, enterprising, and innovative young people, they develop the confidence, resilience, and resourcefulness to tackle life's challenges successfully. Supported by academic rigour and a nurturing environment, they grow into self-assured, motivated individuals, strengthened by every Sherfield experience.

As a school community, we challenge, inspire, and support one another to help every student create and imagine their best futures.

The school community knows and cares for one another, fostering an environment in which students and staff feel supported while building strong, ambitious futures. Together, they create a dynamic culture of creativity without boundaries. Sherfield pupils are critical thinkers who challenge ideas, forge new paths and embrace innovation at every opportunity.

The school prides itself in its close relationships with parents and places great value on individual contact. A friendly approach and a genuine willingness to listen form the foundation of effective collaboration, and these qualities are deeply embedded in the school's culture.





## Core Values

***Respect:*** *Valuing every voice in our community.*
***Kindness:*** *Acting with empathy towards others.*
***Courage:*** *Having the strength to do the right thing.*

## Vision

*Our students create a positive impact, inspiring change and a better future.*

## Mission

***Ad Vitam Paramus – Preparing for Life****. We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.*



## Teaching and Learning

Sherfield follows the national curriculum up to year 9, the students then study a range of GCSE subjects for two years, and in their final two years of education, are offered a wide variation of A-level and BTEC qualifications.

Subjects range from traditional academic subjects, such as Economics, Geography, and the Sciences, to more practical subjects, such as Drama and Theatre Studies, Music, and Product Design. There is also an option for A-level students to undertake the Extended Project Qualifications (EPQ).

Teaching and Learning at Sherfield is excellent and focused on developing exceptional experiences for students through a framework of challenge, ownership, dialogue and engagement.

Sherfield believes that teachers have the greatest influence upon the learning and progress of students and therefore as a team they strive for the best.

Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing students for life.

### Aims

Sherfield aims to teach each student using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against student progress and achievement.

The School aims to teach every student how to learn so that they become fast, independent, confident, and self-motivated lifelong students by:

- Teaching students how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

Sherfield aims to treat each person as a successful student by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

## Enrichment

The ethos of enrichment at Sherfield centers around the school's motto *–Ad VitamParamus –Preparing for Life.*

The Enrichment Programme both broadens and deepens the curriculum. Pupils volunteer and support in the community, gain further qualifications, fundraise, develop their environmental awareness and much more.

There is something for everyone and, most importantly, an opportunity for them to track their progress and maintain a permanent record of achievement.

Students in KS4 and 5 are also given the opportunity to participate in the Duke of Edinburgh Award Scheme, building skills and memories to last a lifetime.



## Pastoral and boarding

Sherfield offers full, weekly and flexible boarding options for students aged 9 to 18.

The school operates a shuttle service for weekly boarders to and from Basingstoke railway station, which offers direct trains to London Waterloo every 15 minutes and a journey time of only 47 minutes. Allowing students to enjoy the beautiful countryside location during the week and the city at weekends.

Sherfield places strong emphasis on empathy and motivation as well as social and cultural awareness; with pupil wellbeing at the heart of the school, from its youngest to most senior students.

Learning is tailored to every child's talents and needs and children are given individualised support, made possible by smaller class sizes. Sherfield staff aim to ensure each child achieves their full academic and personal potential in a nurturing environment as they progress through school.

Teachers and tutors see the importance in parent cooperation and maintain close relationships with parents throughout each child's entire time at school.



## Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests.

Every term there are updated programmes of music, languages, sports and hobbies available to all pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful co-curricular activities, ranging from horse riding and fencing to origami.









## The Arts

***Drama:*** The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

***Music:*** Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to- day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in Junior-Prep and Senior-Prep take part in choir which encourages the children to have confidence in themselves from day one.

***Creative:*** Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in the open plan art studio complex.






# Education in Motion

**Sherfield School** is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwise', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short.

A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school.

Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwise'.

For more information about EiM, please visit: **https://www.eimglobal.com/**

# School Nurse – The Role

**The successful candidate will play a vital role in supporting the health, wellbeing and welfare of pupils across Sherfield School, ensuring that high-quality medical care is delivered within a safe, nurturing and inclusive environment.**

**Reporting to:** The Bursar/DSL
**Contract:** 12-Month Maternity Cover
**Hours:** Negotiable
**Working Pattern:** Term Time plus INSET and mandatory training days
**Salary:** Dependent on Experience
**Start date**: December 2026

## Job Summary

Sherfield School is seeking to appoint an experienced, caring and proactive Lead School Nurse to join the school on a 12-month fixed-term maternity cover contract. This is a term-time position with attendance required on INSET days and mandatory staff training days, including safeguarding, first aid and health and safety training as required by the school.

This is an excellent opportunity for a qualified nurse to make a significant contribution to the health, wellbeing and pastoral care of pupils within a thriving independent school community. The successful candidate will lead and manage the provision of a high-quality nursing service across the school, ensuring that pupils receive excellent care and support in a safe, nurturing and professional environment.

The Lead School Nurse will be responsible for promoting health and wellbeing, delivering first aid and medical care, supporting pupils with medical conditions, and ensuring that all medical provision meets current professional, regulatory and safeguarding standards. Working closely with pupils, parents, boarding staff, teaching staff and external healthcare professionals, the postholder will play a key role in supporting the welfare of the whole school community.

The successful candidate will be committed to maintaining the highest standards of clinical practice, safeguarding, confidentiality and professional conduct in accordance with the Nursing and Midwifery Council (NMC) Code.





## Key Responsibilities

### Clinical Care and Pupil Welfare

- Deliver high-quality nursing care and first aid to pupils across the school.
- Respond appropriately and effectively to medical emergencies and urgent health concerns.
- Review, monitor and record the health status of pupils and identify those requiring additional medical support.
- Support pupils with chronic medical conditions, disabilities and ongoing healthcare needs.
- Provide appropriate support for pupils returning to school following illness, injury or prolonged absence.
- Coordinate medical appointments and arrange support for boarding pupils attending healthcare appointments.
- Maintain accurate, confidential and up-to-date medical records.
- Develop, review and monitor Individual Healthcare Plans and medical risk assessments.
- Administer prescribed and non-prescribed medication in accordance with school policies and professional guidance.
- Provide clinical advice and guidance to staff, pupils and parents.
- Ensure pupil safety and wellbeing remains central to all clinical decision-making.
- Apply professional judgement in accordance with Gillick Competence and Fraser Guidelines where appropriate.

## Health and Wellbeing

- Promote positive physical, emotional and mental wellbeing throughout the school community.
- Support the delivery of health education and contribute to relevant aspects of the PSHE curriculum.
- Provide health promotion advice and resources to pupils, staff and families.
- Encourage healthy lifestyle choices and wellbeing initiatives across the school.
- Work collaboratively with external healthcare providers and local health services to support pupil wellbeing.
- Assist the Local Health Authority School Nursing Service with the delivery of immunisation and vaccination programmes.



## Medical Centre Management

- Lead the day-to-day operation of the school's medical provision and Health Centre.
- Ensure medical supplies, equipment and first aid resources are maintained, monitored and replenished.
- Ensure first aid kits and emergency equipment throughout the school are regularly checked and restocked.
- Maintain a clean, safe and organised clinical environment that complies with infection control standards.
- Update and maintain medical information on the school's management information system.
- Ensure all healthcare plans, risk assessments and medical documentation are reviewed and updated regularly.
- Maintain accurate accident and incident records and advise senior leaders regarding potential RIDDOR-reportable incidents.
- Support school trips and educational visits by providing medical guidance, medication arrangements and healthcare plans.
- Manage first aid and medication provisions for trips in partnership with trip leaders.



## Communication and Collaboration

- Develop effective and supportive relationships with pupils, building trust while respecting professional boundaries.
- Communicate appropriately with pupils according to their age, understanding and individual needs.
- Liaise effectively with parents and guardians regarding pupil health matters whilst maintaining appropriate confidentiality.
- Work closely with boarding staff and provide regular updates regarding pupils accessing medical support.
- Maintain strong working relationships with teaching and support staff across the school.
- Establish and maintain positive links with local GP practices, healthcare professionals, hospitals and external agencies.

## Training and Staff Support

- Deliver training and guidance to staff in areas including: first aid awareness, medication administration, management of medical conditions and emergency healthcare procedures
- Support boarding, teaching and support staff in meeting pupils' healthcare needs.
- Promote best practice in health, wellbeing and medical care throughout the school.
- Provide advice and guidance on healthcare-related policies and procedures.



## Professional Responsibilities

- Maintain current NMC registration and fulfil all revalidation requirements.
- Adhere to the NMC Code and all relevant professional standards.
- Participate in continuing professional development and mandatory school training.
- Maintain involvement with relevant professional bodies and networks, including independent school nursing forums where appropriate.
- Contribute to the development, review and implementation of medical policies and procedures.
- Identify opportunities to improve healthcare provision across the school, and support and promote the school's safeguarding culture and commitment to pupil welfare.

# School Nurse – Person Specification

## Qualifications

### Essential

- Registered Nurse qualification (Adult, Children's or General Nursing).
- Current registration with the Nursing and Midwifery Council (NMC).
- Evidence of ongoing professional development and commitment to maintaining professional standards.
- Ability and willingness to undertake all mandatory training requirements.

### Desirable

- Knowledge of safeguarding and child protection principles.
- School Nurse qualification or Specialist Community Public Health Nursing qualification.
- Paediatric First Aid qualification.
- Safeguarding Children Level 3 training.
- Mental Health First Aid qualification.
- Additional qualification or training relating to child health, wellbeing or safeguarding.

## Experience

### Essential

- Experience working as a registered nurse in a clinical setting.
- Experience assessing and treating children and young people.
- Experience administering medication and maintaining accurate clinical records.
- Experience working collaboratively with parents, professionals and multidisciplinary teams.
- Experience developing and monitoring healthcare plans.
- Experience responding effectively to emergencies and urgent medical situations.

### Desirable

- Previous experience within a school or educational setting.
- Experience working with boarding pupils.
- Experience delivering health promotion or health education programmes.
- Experience managing a healthcare facility, clinic or medical centre.
- Experience supporting pupils with complex medical needs.

## Knowledge and Skills

### Essential

- Excellent clinical assessment and decision-making skills.
- Strong understanding of safeguarding and child protection responsibilities.
- Knowledge of consent, confidentiality and professional boundaries.
- Understanding of healthcare legislation and professional practice requirements.
- Knowledge of common medical conditions affecting school-aged children.
- Ability to maintain accurate and confidential medical records.
- Strong organisational and administrative skills.
- Excellent verbal and written communication skills.
- Ability to prioritise workload effectively and work independently.
- Ability to remain calm, professional and reassuring in emergency situations.
- Good ICT skills and experience using electronic record systems.

### Desirable

- Knowledge of healthcare provision within independent schools.
- Understanding of Gillick Competence and Fraser Guidelines.
- Experience using school management information systems (iSAMS).
- Understanding of boarding school medical provision.

## Personal Qualities

### The Successful candidate will demonstrate:

- A warm, approachable and compassionate manner.
- A genuine commitment to promoting the welfare and wellbeing of children and young people.
- Professional integrity, discretion and confidentiality.
- Excellent interpersonal skills and the ability to build positive relationships.
- A proactive, organised and solution-focused approach.
- Flexibility and adaptability within a busy school environment.
- The ability to work independently and as part of a wider team.
- Resilience, sound judgement and professionalism.
- Enthusiasm for contributing to the wider life of the school.
- Commitment to the values and ethos of Sherfield School.

### Why Join Sherfield School?

This 12-month maternity cover opportunity offers the chance to become a valued member of a welcoming and supportive school community. The successful candidate will play a central role in safeguarding and promoting the health, safety and wellbeing of pupils while working closely with colleagues across both the academic and pastoral areas of the school.
Sherfield School is committed to supporting staff development and wellbeing and offers an opportunity to work in a rewarding environment where the contribution of every member of staff is valued.

## Safeguarding

**Essential**

- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of the responsibility to safeguard pupils at all times.
- Willingness to undergo an Enhanced DBS check, Children's Barred List check, and all other safer recruitment checks required by the School.
- Commitment to adhering to Sherfield School's safeguarding policies and procedures.

# How to Apply

The closing date for applications is **18th November 2026**

Early applications are encouraged and we reserve the right to interview outstanding candidates before the closing date.

In order to apply, please complete the Sherfield School Application Form along with a brief covering letter which sets out your interest in the role and experience relevant to the required criteria.

Please include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter via e-mail to Anna Gray, Head of HR at **hr@sherfieldschool.co.uk**

For more information about Sherfield School, please visit: **https://www.sherfieldschool.co.uk/**

## Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## Diversity, Equity, and Inclusion

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.

Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.

## Safer Recruitment Practice

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection.

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Qualifications, Identification, Health and Background Checks

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.





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## Additional benefits and information

Competitive Salary
Contributory pension scheme, as well as a death in service benefit
Parking on site
Complimentary school meals in term time
In-house training

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