



Lead Nurse and Head of Health Centre

Candidate Information



Introduction

Sandroyd is an esteemed independent, co-educational prep school that has been at the forefront of education for children aged 2-13 for 135 years. Nestled in the picturesque 600-acre Rushmore Estate, Sandroyd combines a nurturing environment with stimulating academic and co-curricular opportunities to foster well-rounded and academically accomplished pupils.

We are seeking a compassionate, experienced, and highly motivated Lead Nurse and Head of Health Centre to lead our dedicated Health Centre team at Sandroyd. This is a pivotal role at the heart of our school community, offering the opportunity to lead the provision of healthcare and wellbeing support for Sandroyd pupils. The successful candidate will oversee the operation of the school's Health Centre, manage a small team of nursing staff, and work closely with parents, houseparents, matrons and teaching staff to ensure the highest standards of care and medical support across the school.

Equality and Diversity at Sandroyd

We are conscious that many groups are currently under-represented at Sandroyd and we are committed to changing this. To that end, we actively encourage applicants from all backgrounds. We recognise the value of a workforce in which people from diverse backgrounds are encouraged to introduce fresh ideas and contribute to delivering an outstanding education. Our staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions.

We favour a workforce that reflects the make-up of the local and national population. No job applicant, temporary worker or employee should receive less favourable treatment on the grounds of age, disability, gender, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.



The Post

Hours of work:

The advertised hours are 36 hours per week.

Term time only (Approx. 33 Weeks a Year).

Ideal work pattern would be: Monday to Wednesday 7.00am - 7.00pm. Whilst it is unlikely we can offer less hours, there may be some flexibility in the hours, including changing the days of work, or increasing the hours to suit the correct candidate.

Benefits:

The salary for this role is between £19,000 - £24,000 depending on agreed work pattern and experience. This is equivalent to £26,700 - £33,730 for an all year round role.

Staff pension, and a comprehensive benefits package.

Single accommodation available.

Free meals during term time, when at school.

Why Work at Sandroyd?



At Sandroyd, we regard our staff as our most important asset and ensure they are both valued and rewarded. By providing good training and support, we facilitate career advancement, whether through internal promotions or external opportunities, tailored to each individual's skills and experience.

Our culture is built around three central values: continual improvement, supporting the team, and self-care, which foster an inclusive, enjoyable, and effective working environment. We strive for excellence in education by encouraging our staff to seek personal and professional growth, reflect on performance, and support one another wholeheartedly.

Candidate Specification

We are seeking a Lead Nurse and Head of Health Centre to manage and lead the provision of healthcare and wellbeing at Sandroyd. The school's Health Centre is staffed by a small team of registered nurses and an overnight matron. The Health Centre consists of a dedicated surgery, a waiting room with quiet space, and three beds.

The ideal candidate will have:

- RGN with a minimum of 2 year's experience
- NMC registered
- Up to date and relevant nursing experience, including thorough knowledge of child health issues
- Experience of minor injuries and wound dressing management
- Experience of establishing and maintaining accurate and effective records
- Experience in safeguarding and care of children
- To be proficient in the use of ICT



How to Apply

The completed application form and your brief letter of application should be addressed to the Headmaster, Alastair Speers, and sent to Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire, SP5 5QD for the attention of Judith Harman. Alternatively, by email to jharman@sandroyd.com. Please contact Judith Harman regarding any questions you may have relating to this position.

Interested candidates should apply by 10.00am on Monday 2nd June 2025. We reserve the right to close this advertisement early if we receive a number of early suitable applications.

Job Description

The nature of working in a boarding school means it is difficult to highlight all requirements of the job, but the following job description covers the principal tasks required of the Lead Nurse and Head of Health Centre. It is not necessarily a complete list of everything required for the full professional discharge of duties.

The Lead Nurse reports to the Deputy Head (Pastoral)

Job Details

- To ensure the smooth running of the Health Centre on a day to day basis throughout each term.
- To supervise the Health Centre staff, ensuring suitable coverage on a 24 hour basis, 7 days per week, and in accordance with a rota agreed from time to time.
- To liaise with boarding staff and parents as required and ensure that they are kept informed of all relevant medical matters in a timely manner.
- To assess students with physical, emotional and mental health concerns, treating or referring them to the School Doctor or appropriate person as required.
- To co-ordinate the emergency treatment of day students, liaising with parents as required.
- To communicate with staff regarding pupil and staff allergies and to maintain updated accessible records of pupils and staff with allergies and medical concerns.
- To maintain an updated 'off games list' which is communicated daily to staff.
- To oversee the provision of first aid to the whole School community, both students and staff, and ensuring that the first aid facilities around the School premises are maintained and first aid provision and equipment is provided for both regular and irregular school trips.
- To organise morning and evening surgeries, helping to assess students and carry out any tests which might be required to assist the School Doctor in their diagnosis.
- To liaise with boarding staff with regard to keeping them stocked with appropriate medication.
- To ensure that the School Health Centre has the correct stocks of medication and medical supplies and that these are stored in line with best practice.
- To assist boarding staff and teachers needing guidance on the management of health and social problems they may encounter with their students.
- To maintain medical records and ensure the safe and confidential handling of all medical records and information and of its rapid retrieval.
- To be responsible for the running of relevant clinics such as the Asthma Clinic and the Routine and Travel Immunisation Clinics.
- To maintain good relations with, and alert or consult with, the appropriate authorities as required, such as the Medical Officer of Health and Communicable Diseases.

Further Information

In line with our commitment to safeguarding and promoting the welfare of our pupils, Sandroyd adheres to rigorous, safer recruitment practices. Every candidate should be aware that any offer of employment is contingent upon satisfactory references and comprehensive criminal record checks conducted via the Disclosure and Barring Service (DBS).

All staff are subject to safer recruitment processes and checks and we follow the guidance set out in Part 3 of KCSIE 2024. We scrutinise all applications for paid or voluntary posts. We undertake interviews and make appropriate checks through the Disclosure and Barring Service (DBS). We conduct social media checks on all shortlisted and long-listed candidates for teaching positions. These checks are integral to our commitment to safeguarding and ensure alignment with our school values. This process respects privacy and complies with data protection regulations, aiding us in maintaining a safe, respectful environment for our pupils and staff.



Sandroyd School, Rushmore, Tollard Royal, Salisbury, Wiltshire SP5 5QD
01725 516264
www.sandroyd.org