

## Job Description

<b>Job Title:</b>	Senior Nurse
<b>Hours of Work:</b>	Term Time (32 weeks)– 18 hours per week – mix of early, late, night shifts and weekends
<b>Department:</b>	Medical Centre
<b>Job Grade:</b>	Band 4
<b>Accountable to:</b>	Senior Nurse Manager
<b>Number of direct reports:</b>	Medical Centre Administrators/Housekeeping
<b>Budgetary responsibility:</b>	None
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	Working under the direction of the Medical Officer and the Senior Nurse Manager the post holder will be responsible for supporting the management and development of the Medical Centre. The role includes assisting with the improvement and monitoring of current systems through the use of audit, clinical supervision and mentoring. Alongside this the post holder is expected to maintain a high level of clinical practice and act as a role model to the Medical Centre team. The post holder is expected to work in partnership with pupils, parents, School personnel, MOs and other appropriate agencies to carry out health surveillance, health promotion and other public health initiatives required by the School.

### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic

curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

#### **Key Tasks:**

#### **Key Responsibilities and Accountabilities:**

- To ensure clinical leadership to a designated nursing team and ensure the provision of high quality nursing care to pupils.
- To support houses by attending regular meetings to ensure high pastoral and welfare guidance to the child boarders.
- To undertake delegated responsibility for the department in the absence of the senior nurse manager

#### **Key Tasks:**

#### **1 Professional Responsibilities**

- 1.1 To practice at all times within the Nursing and Midwifery Code of Professional Conduct and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- 1.2 To maintain Registered Nurse Status and adhere to the NMC Revalidation Guidelines.
- 1.3 To operate under the guidance of best practice, as dictated by local and national policies, including safeguarding.
- 1.4 To liaise with the Designated Safeguarding Lead as appropriate. This may include initiating plans of care and attending meetings with external agencies.
- 1.5 To use evidence-based practice to develop care protocols to assist in the maintenance of a high level of nursing care to pupils
- 1.6 To ensure that the NMC code of confidentiality is adhered to within the Health Centre and encouraged within the school community
- 1.7 To be responsible for the development of projects, policies and protocols relevant to health.
- 1.8 To act as a role model and motivator for other members of the team.
- 1.9 To be responsible for the smooth and efficient running of the Medical Centre ensuring efficient systems and processes are in place.
- 1.10 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

## **2 Nursing**

- 2.1 To provide a high standard of service within NMC guidelines to pupils, staff and visitors.
- 2.2 To deliver first aid and emergency care as necessary
- 2.3 To organise and run nurse drop-in clinics
- 2.4 To provide support to the MO during clinic times, under their direction
- 2.5 To provide confidential advice and support to students and staff, including referral and/or signpost to alternative services that may be of assistance to pupils
- 2.6 To ensure care plans are developed and written for those pupils with medical needs and ensure that this information is disseminated among appropriate staff
- 2.7 To assess, implement and evaluate in-patient care of pupils admitted to the Medical Centre
- 2.8 To assess, triage and treat patients attending the Medical Centre
- 2.9 To operate procedures for the control of infectious diseases and to practice within Universal Precautions
- 2.10 To hold and issue medications to pupils, maintaining safe storage, usage and disposal

## **3 Health Education**

- 3.1 To promote health education throughout the school population utilising opportunities to deliver information to patients
- 3.2 To assist in the organisation and delivery of the Medical Centre teaching sessions with regular review
- 3.3 To maintain and increase awareness of First Aid techniques
- 3.4 To support the management of Controlled Drug Pathways
- 3.5 To ensure the provision of and access to a range of publicity materials on issues relating to student health
- 3.6 To keep up to date with current health promotion initiatives
- 3.7 To support and mentor junior staff, through both formal and informal means
- 3.8 To provide medical training/information/education to all Staff as required within school eg Anaphylaxis Awareness, Administration of Medicines and CDs etc

## **4 Administrative**

- 4.1 To ensure appropriate paperwork and records, following the NMC Code, are completed.

- 4.2 To keep nursing records to a high standard, documenting contemporaneously.
- 4.3 To participate in and assist Medical Centre audits under the supervision of the Senior Nurse Manager

## **5 Liaison**

- 5.1 To regularly attend Medical Centre meetings
- 5.2 To liaise with school nurses and other practitioners to facilitate national programmes eg. immunisations
- 5.3 To liaise with members of staff and parents regarding students' health and wellbeing
- 5.4 To attend meetings within and outside of the school relating to health issues

## **6 Managerial**

- 6.1 To liaise with the Senior Nurse Manager on a regular basis
- 6.2 To contribute to the Medical Centre CPD programme
- 6.3 To manage the Medical Centre in the absence of the Senior Nurse Manager

## **7 Specific Responsibilities**

- 7.1 To act as lead nurse for a particular areas of interest: For example, Immunisations, Asthma, Diabetes, Health & Safety, Anaphylaxis.
- 7.2 To establish resources and teaching tools for the Medical Centre and disseminate this information to the Medical Centre Team
- 7.3 To undertake CPD training in the particular field and feed this information back to staff in informal sessions
- 7.4 To act as the named House Nurse for a number of boarding houses.

A degree of flexibility is desired with a willingness to provide alternative cover.

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• NMC Registered Nurse Adult/Child</li> <li>• Evidence of recent formal professional development</li> <li>• Willing to undertake further formal training as required</li> </ul>	<ul style="list-style-type: none"> <li>• BA or BSc in nursing or another health related subject or relevant qualification</li> <li>• Specialist Community Public Health Nurse Certificate/Diploma/Specialist Practitioner Qualification eg asthma, diabetes</li> <li>• NDFSRH</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Ability to communicate both verbally and in writing in an effective way</li> <li>• Experience of generating and implementing care plans and pathways</li> <li>• Experience of managing change</li> <li>• Ability to manage, develop and maintain effective team working</li> <li>• Knowledge of Safeguarding Procedures</li> <li>• Venepuncture or willingness to undertake</li> <li>• Basic IT skills</li> <li>• Minimum 3 year post-registration experience</li> <li>• Experience of autonomous practice</li> <li>• Experience of dealing with minor injuries and illnesses</li> <li>• Experience in following PGDS/protocols/PSDs</li> </ul>	<ul style="list-style-type: none"> <li>• School Nursing Experience</li> <li>• Knowledge of Healthy Child Programme</li> <li>• Leadership Qualification</li> <li>• A&amp;E/Primary Care experience</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• Able to work the necessary shifts to meet the needs of the service</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver/owner</li> </ul>
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: November 2025</b>		

<b>Our Values</b>
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Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Senior Nurse we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5