
UCS Junior Branch
Nurse
Full Time, permanent
Required for September 2025



University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (850 pupils: 11-18), the Junior Branch (250 pupils: 7-11), and the Pre-Prep (130 pupils: 3-7).

All three schools are in attractive locations. In 1891, the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The pre-preparatory branch is based nearby. All three schools fully use the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its pupils, value their individuality, and create a diverse and inclusive community. Academic results are excellent. Music and drama are very strong at UCS, and the school offers an outstanding range of co-curricular activities and enrichment opportunities.

1 JOB TITLE: JUNIOR BRANCH NURSE

School Nurse (Junior Branch): 36 working weeks per annum (term-time +2 weeks): 42.5 hours per week: 0.745am to 5pm 5 days per week (part time hours will be considered).

2 JOB LOCATION: 11 HOLLY HILL, HAMPSTEAD NW3 6QN

3 JOB PURPOSE

To ensure that the required health support and advice is provided to JB pupils (250 to 255 pupils) staff and parents. (Note: the health support and care involves a very important pastoral element.) Arrangements for the School Doctor's weekly visit are co-ordinated and the Medical Suite requirements are maintained

As background information, the NASN uses the following definition of School Nursing: 'School Nursing is a specialised practice of professional nursing that advances the wellbeing, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaption, self-management, self-advocacy and learning.'

4 REPORTING LINE

Working with the JB p/t nurse, the JB nurse reports weekly to the JB Deputy Head (Pastoral) and SENDCO on a weekly basis and to the JB Headmaster as needed. Work with the Senior School Nurse to ensure best practice is co-ordinated across the Foundation.

5 THE ROLE

- (i) Promoting the physical and mental health of all pupils so as to enable them to achieve their educational potential:
 - Encourage pupils to take responsibility for their own health and well-being
 - Minimise the consequences of illness and disability in pupils for their education
 - Attend Parents' evenings and staff meetings as necessary
 - Assist with PSHE syllabus as agreed/required
 - Develop and maintain JB medical policies and protocols to address specified health requirements/goals
- (ii) Providing health advice to the pupils and to those with responsibilities for their education and welfare
 - Health advice and support to school staff, parents and pupils
 - Health promotion/support/training to teachers, in the delivery of health education and other health promoting activities
 - Liaise with School Doctor, School Counsellor and other health professionals e.g. GP, HV, Psychologist, Counsellor, Child Health Development Team
 - Liaise/work with colleagues and parents concerning pupils' problems whilst maintaining confidentiality (includes Assessment Framework as required)
 - Liaise formally with the Headmaster, Deputy Head (Pastoral) and other key members of JB and Foundation staff on a regular basis
 - Promote First Aid courses for staff, arrange updates and give support for staff providing First Aid
 - Train staff as appropriate e.g. use of Epipen etc.
- (iii) Reduction in preventable causes of ill-health, impairment and disability.
- (iv) Monitoring the completeness of immunisation and advising on selective immunisation; organising immunisation sessions by the current Community Healthcare Provider according to guidelines.
- (v) Identifying social care needs, including the need for protection from abuse, recording concerns and reporting them to Designated Safeguarding Lead.

- (vi) Identifying possible special educational needs in those with known medical problems and liaising with the JB SENDCO.
- (vii) Ensuring the health surveillance of pupils in accordance with school procedure.
- (viii) Treating injury and illness:
 - Treatment of minor injury/illness so that pupils/staff can safely return to work/play
 - Treatment of more serious injuries that require immediate attention but no hospital treatment i.e. pupil/staff member being cared for in the Medical Suite until appropriate person arrives/suitable transport arrives
 - Treatment of serious injuries/illness prior to transfer by ambulance
- (ix) Preparing and managing Individual Health Plans for pupils with chronic conditions e.g. diabetes, epilepsy, asthma, anaphylaxis to enable pupils to participate fully in school life.
- (x) Arranging school medicals:
 - Assess medical history form
 - Organise routine medical examinations by the School Doctor on all new entrants to the School within the first year of entry, and all pupils Year 5. Arrange with parents to attend their son's medical appointment.
 - Perform vision tests, record height and weight, test urine, record blood pressure, interpret and follow up on results as required e.g. refer abnormal findings as appropriate School Doctor/parent/GP
- (xi) Maintaining confidential pupil medical records:
 - Contact parents for updates of current medical treatment/progress within the context of respecting pupils confidentiality and acting within the scope of the Children Protection Act 1989
 - Update the school database with essential pupil medical information for staff whilst maintaining pupil confidentiality
- (xii) Maintaining the Medical Suite:
 - Select and maintain appropriate equipment/supplies and personal Health Education material
 - Supervise medical room and maintain First Aid boxes throughout the school
 - Ensure correct storage and administration of medicines to pupils/staff
 - Check and maintain first aid rucksack and medical kits for trips and activities off site.
- (xiii) Contributing to relevant policies, protocols and procedures e.g.' Medical / First Aid Infection Control – Policies & management Plans'.
- (xiv) Maintaining registration i.e. professional development maintained.

6 REQUIREMENTS FOR THE POSITION

Essential

- (i) Current, unrestricted registration with Nursing Midwifery Council (NMC)
- (ii) RGN with at least two years post registration experience - ideally 6 months of which spent in A&E/Medical Centre/Walk in Clinic or as Practice Nurse
- (iii) Computer literate e.g. use of word, Excel
- (iv) Excellent communication and interpersonal skills with the ability to show clear empathy and understanding of boys' and girls' development and needs

- (v) Self-confident in dealing with a wide range of people and situations including the ability to work independently providing advice and treatment for those with injuries and illness
- (vi) Initiative: a 'doer' – follows through actively to a successful conclusion; alternatively seeks out opportunities to make a contribution and work constructively with others as part of a team
- (vii) Energetic with the ability to deal with interruptions calmly and yet remain focussed on priorities. The ability to multi task is essential
- (viii) The ability to adhere to confidentiality requirements and deal discreetly with matters as required
- (ix) Some flexibility with working hours may be required from time to time

Desirable / Advantageous

- (x) RSCN, RN (child branch) or current nursing paediatric qualification, School Nursing certificate
- (xi) Experience of having worked in an educational environment
- (xii) Experience in the use of SIMS, CPOMS and Patient Tracker
- (xiii) First aid qualification – either current or willing to undertake

Safeguarding

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, referees, and others, to confirm applicants' identities and their professional records.

Salary and Benefits

This position is offered at £51,603

While the school does not offer accommodation, schemes are in place to assist staff members with loans for house purchase. The school is similarly prepared to offer loans to help with daily travel expenses. In all cases, eligibility for financial assistance is carefully and independently scrutinised, and every effort is made to assess the needs of individual applicants.

If admitted to the school, the children of UCS staff may be educated at reduced fees.

All members of staff are entitled to membership of *UCS Active* (the private Health & Fitness Club based in the Sir Roger Bannister Sports Centre) at a heavily reduced rate.

Arrangements for the Appointment

In addition to completing the accompanying form, applicants should provide a full Curriculum Vitae and a supporting letter. **The closing date for applications is Friday 6th June 2025 at 12pm.**

However, please note that we reserve the right to interview and appoint at any stage during this process; early applications are therefore very welcome.