



# ALDRO



Head Nurse  
Part-time (30hrs/wk)

Required for 1<sup>st</sup> January 2024



## ABOUT ALDRO

Aldro is an outstanding coeducational boarding and day preparatory school located in the idyllic village setting of Shackleford near Godalming in Surrey.

The school is in great heart following its successful move to co-education in 2021 and a period of considerable growth over recent years. Girl numbers now constitute approximately 35% of the pupil population and continue to grow. The most recent ISI Inspection Report (June 2023) rated the school 'Excellent' in both areas of qualitative judgement (pupil achievement and pupil personal development) and the school was deemed fully compliant. The school has a flourishing Senior School (Years 7 and 8) and successfully retains the vast majority of pupils to Year 8 for 13+ transition to senior schools.

There are currently over 220 pupils in the school aged 7-13; approximately 70 of them board, full-time, weekly or part-time. Pupils sit Common Entrance or scholarships at 13+ in Year 8, and the school has an outstanding record of academic excellence. The school averages approximately 15 scholarships and exhibitions per year, with academic scholarships last year to such as Winchester, Wycombe Abbey and RGS Guildford i.a.. In the last few years, Aldro pupils have left to attend schools such as Abingdon, Benenden, Bradfield, Canford, Charterhouse, Churcher's, Eastbourne, Eton, Guildford High School, Harrow, King Edward's, King's Canterbury, Lancing, Lord Wandsworth, Marlborough, Oundle, RGS Guildford, Sevenoaks, Sherborne, St Swithun's, Tonbridge, Uppingham, Wellington and Winchester.

Aldro is also committed to a breadth of education for its pupils and excellent results are achieved in sport, music, drama, art, design and chess. The school runs an extensive activity programme ranging from pistol shooting to 'escape rooms', and 'Med Soc' to 'pétanque'! The curriculum is taught over six days, including lessons on Saturday mornings and inter-school fixtures on Saturday afternoons. The school has a weekend leave at least every third weekend and benefits from generous holidays. All staff are expected to make an active contribution to the wider life of the school.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. An attractive chapel is amongst the excellent facilities available which also include a multi-purpose sports hall, a large theatre and our own lake. Further details about the school can be found on our website: [www.aldro.org](http://www.aldro.org)

Salary will be subject to the candidate's qualifications and experience. Appropriate certification and identification should be brought to the interview.

**Please email the completed Application Form and covering letter (no CVs please)  
addressed to the Headmaster, Mr Chris Carlier. Email: [HR@aldro.org](mailto:HR@aldro.org)**





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## Head Nurse (Part-time)

**Reporting to:** Assistant Head, Pastoral

**Contract:** Permanent, part-time (30hrs/wk, 0.6FTE, term-time only plus INSET days (approx. x7/year) and one week in the Summer holidays.)

### Role

The Aldro Head Nurse is responsible for leading on all matters of health and medical care for the pupils and staff at Aldro. It is envisaged that this position will be a part-time role, but for the right candidate there is scope for the role to be both full-time and residential to support the boarding house. Applicants interested in this should make this clear in their application.

The Head Nurse is expected to be involved in the life of the school - getting to know the children and how the school functions. They will work closely with other members of staff and parents in the pastoral care of the pupils, and will support and advise children, staff and parents regarding health matters.

The Head Nurse will report to the Assistant Head (Pastoral), and work in conjunction with the Matrons and the boarding house team under the leadership of the Housemaster. The nature of the work will also necessitate close communication with the Headmaster, the Director of Sport and the Bursar.

This is, predominantly, a term time only role, however, the Head Nurse is expected to be at the school for the three days prior to the start of each term, and for one additional week per year to fulfil administrative and compliance aspects of the role. Saturdays are busy days at Aldro, and some cover on Saturdays will be required, either by prior agreement or on a rota basis.

### Key Requirements

The Aldro School Nurse will

- hold a current Nursing qualification and current NMC registration
- adhere to the NMC Code for Nurses and be conversant with the Scope of Professional Practice and other NMC advisory papers
- hold a current FAW certificate (This can be completed after acceptance of job but before the start of the employment)
- have experience of providing emergency medical care and running a department
- have the ability to communicate and relate to children, staff and parents
- have good administrative skills (a familiarity with Microsoft Word, Excel and Outlook would be preferable)
- be able to triage children's needs and prioritise workload.
- be in sympathy with the ethos and aims of Aldro.
- have a working knowledge in the following areas:
  - Concussion
  - Vision testing
  - Hearing testing
  - Eating disorders
  - Mental Health
  - Sports Injuries
  - Acne
  - Head lice
  - Enuresis
  - Tropical medicine
  - Anaphylaxis
  - Eczema
  - Diabetes
  - Immunizations
  - Growth patterns in childhood
  - Epilepsy\
  - COVID 19



- Areas in which further expertise and/or qualification would be preferable:
  - School Nursing training
  - Sports injuries training
  - A&E nursing
  - Practice nurse training
  - Asthma Training
  - Counselling training
  - Mental health training
  - Clean Driving License

## Leadership and Management

- Lead and coordinate the provision of day-to-day medical care for all pupils, staff and visitors.
- Co-ordinate and manage the 'medical centre' and two sick bays in conjunction with the matrons.
- Be responsible for updating the school's Medical and First Aid Policies and Protocols and ensure that they are followed through.
- To organise the rota for nurse cover.
- Take a lead role in advising the school in times of local and national medical emergencies.
- In collaboration with the Assistant Head (Pastoral), Deputy Head and Headmaster, oversee the appraisal and CPD of all members of the nursing team.
- To ensure the School's medical provision is compliant with all inspecting authorities and especially with the Independent School's Inspectorate (ISI)

## Medical care

- Provide on-site day-to-day medical care during school hours for all pupils, staff and visitors.
- Administer medications as necessary according to protocols.
- Administer First Aid to Pupils, staff and visitors
- Ensure children have access (with parental approval) to Dental, Optical, physiotherapy and counselling services as required.
- Oversee the safe cleaning and disposal of bodily fluids in accordance with school policy.
- To co-ordinate new pupils' medical assessments and keep up-to-date health/medical records for all pupils.
- Co-ordinate, in conjunction with the Director of Sports and the Matrons, the First Aid provision for matches, including being available either pitch-side or in the medical centre for all home fixtures during the week.
- Promote Health Education, keeping up-to-date with current health promotion initiatives.
- Help deliver health education sessions to groups of children.
- Liaise with Catering Staff as well as parents and pupils to ensure that the children's dietary needs are met.
- Inform staff of medical and dietary needs of pupils.
- Attend Health and Safety committee meetings and provide reports of injuries to pupils, staff and visitors.
- Attend the main weekly Staff Meeting. Contribute and share any medical information or news to all staff where appropriate.
- To be available out-of-hours for occasional emergency phone-advice for the Boarding team.

## Administration of Medical Care

- Help with the management of chronic illnesses in conjunction with GP, parents and pupils.
- Develop, implement and maintain Care Plans for pupils who require them. In conjunction with the Assistant Head (Pastoral), instruct and advise staff with reference to specific children's Care Plans.
- Arrange for children to attend the local GP surgery when necessary.
- Liaise with parents of children joining the school who need specific medical care and liaise with parents whose children have a new diagnosis whilst at school.





- Ensure medical records of all pupils are up-to-date on the school's MIS (ISAMS), and notably for all new pupils joining the school.
- Access NHS on behalf of children as appropriate.
- Ensure the safe storage, usage and disposal of medical supplies and medications.
- Keep thorough records of all medications used and maintain a clear audit trail for all medications.
- Oversee the safe storage and recorded administration of controlled drugs as might be necessary from time to time.
- Be aware of medical confidentiality and educate staff regarding this.
- Be aware of and follow the school's safeguarding policy and protocols.
- Follow the HSE's directives on the control of infectious diseases.
- Maintain the stock, hygiene and tidiness of the 'medical centre'.
- Provide staff taking children off-site with packs containing any necessary, important medical information, first aid equipment and any medication required on the trip and that of those children who require regular medication. Train staff in giving medication or specific medical needs of children in their care.
- Communicate with sports staff regarding injuries and children who are off-games.
- Ensure that the Head Injury protocol including 'Return to Play' is adhered to.
- Maintain and update all first aid supplies and first aid kits on site and in school vehicles.
- Keep/fill out the Accident records for pupils and visitors. Ensure that Accident reports are completed by staff, when required. Inform Bursar of any accidents that need to be reported to the Health and Safety Executive using RIDDOR.
- Maintain and update the Medical section of the Parent Portal on the Aldro Website.
- Be aware of COSSH and be familiar with significant hazards within the school.

## Training

- Co-ordinate a coherent training plan for all FAW staff, sports staff, and general staff.
- Give basic medical and procedural training to the matrons' team and ensure that other staff who may need to give medication whilst off site are trained to administer medication safely.
- Provide support and advice for the matrons' team.
- Maintain up-to-date medical knowledge with regards to sports injuries, trauma, childhood illness and chronic illnesses as applicable.
- Maintain professional competence by attending courses and study days.
- Keep staff aware/trained for any relevant medical needs of pupils. Eg Anaphylaxis, Asthma etc.
- Ensure that staff are aware of school's return to work protocol following a Head Injury.
- Attend both statutory training and any other training deemed necessary for the role.

## Other

- To dress smartly and professionally in accordance with the Staff Code of Conduct.
- The Head Nurse is expected to uphold all safeguarding and child protection procedures, in accordance with Aldro's policies and regulations, and to use CPOMS to record any pastoral or safeguarding concerns (training will be provided in the use of CPOMS).
- To be in sympathy with the School's Christian heritage; to adhere to and promote the School's core values of kindness, respect, integrity, humility and service.
- To promote a culture that supports and values equality and diversity for all.
- The above job description is not comprehensive. The Head Nurse is expected to carry out any reasonable requests made by the Assistant Head (Pastoral) or the person acting in a capacity as the Assistant Head (Pastoral)



## Professional Development

- To attend, participate and contribute positively to weekly staff meetings.
- To attend and engage with regular INSET organised for staff.
- To participate in the school's appraisal system for staff.
- To demonstrate a concern for ongoing personal professional development.
- To contribute actively to in-school training opportunities, peer-observations and other initiatives that promote best practice in teaching and learning.

## General

- To work with Admissions and Marketing to promote the school to prospective parents.
- To attend Open days and other events organised to promote the school.
- To contribute to the rota of staff duties.
- To attend meetings (Departmental, staff, parent meetings etc)

## Safeguarding

- To promote and safeguard the welfare of all pupils.
- To promote, insist on and help instil the school's core values
- To protect children from harm and to prevent impairment of their health and development.
- Be aware of, and comply with, all the school's policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive and secure culture which promotes in all pupils a sense of being valued, listened to and respected.







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## Person Specification

Qualifications and experience	Essential	Desirable
Nursing Qualification and NMC Registration	√	
Band 6 or 7		√
Evidence of commitment to professional development, both personal and that of colleagues	√	
Strong ICT skills	√	
Professional Attributes		
An inspirational, committed and highly-effective educator dedicated to achieving the best outcomes for each child	√	
An ability to work with others on high-performing teams; able to show initiative and imagination, to have vision and the ability to inspire others	√	
Confidence in speaking publicly	√	
Excellent written and oral communication skills, able to communicate with a range of audiences	√	
Well organised and with good time-management skills.	√	
The initiative to work on their own, and the ability to work as part of a team	√	
Personal Attributes		
Excellent inter-personal skills, empathetic, caring, kind and compassionate	√	
A deep sense of compassion for young people and a sensitivity to their needs	√	
A natural and confident leadership style, able to inspire confidence amongst pupils, staff and parents	√	
Reliability, integrity, loyalty	√	
Positivity, energy and enthusiasm	√	
A sense of humility and a desire to serve others	√	
A willingness to go the extra-mile	√	
Excellent record of health, punctuality and attendance	√	
A sense of humour	√	
School Ethos, Values and Aims		
Fully supportive of the ethos and aims of the school	√	
Sympathetic to the Christian teaching that underpins the school's values and character	√	
Commitment to the safeguarding and protection of children	√	
A commitment to promoting equality, diversity and inclusion	√	
Promotion of Health and Safety in line with the school's policy	√	



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## Applications

**Deadline: Monday 7<sup>th</sup> October, 9.00am**

**Interviews: Tuesday 15<sup>th</sup> / Wednesday 16<sup>th</sup> October**

**Please email the completed Application Form and covering letter (no CVs please)  
to the Headmaster, Mr Chris Carlier. Email: [HR@aldro.org](mailto:HR@aldro.org)**

Interested candidates should complete a copy of the [Aldro Application Form](#) available on the 'Vacancies' section of the Aldro website and send, with a letter of application, to [HR@aldro.org](mailto:HR@aldro.org). CVs are not required. Early applications are encouraged and will be processed on receipt. The School reserves the right to appoint before the deadline.

The school is an equal opportunities employer and complies with its duties under the Equality Act 2010. Aldro is committed to safeguarding and promoting the welfare of the children and young people here, and all staff are expected to share this commitment. As part of the recruitment process, applicants should expect scrutiny of their online profile. All staff are expected to adhere to and ensure compliance with the school's Safeguarding / Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's designated Safeguarding Lead.

In line with the School's Safeguarding / Child Protection Policy, the successful candidate will be subject to checks by the Disclosure and Barring Service. As part of this process, Aldro additionally carries out its own online and social media checks. Applicants' references are typically sought before interview, unless the applicant specifically requests otherwise.

The post is exempt from the Rehabilitation of Offenders Act 1974 and Aldro is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Aldro recognises the benefits of a diverse workforce and is committed to equality of opportunity for staff, volunteers and applicants. Building upon legislative requirements, Aldro seeks to ensure proper access of opportunity in matters relating to recruitment/selection, support for staff development and promotion. All HR policies are underpinned by this commitment to inclusivity and discriminatory behaviour by staff, pupils, contractors and external contactors will be taken very seriously, fully investigated and appropriate action taken where necessary.





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[aldro.org](http://aldro.org)