



The British School of Milan
Est. 1969



Recruitment Pack for the role of School Nurse Part-time

THE ROLE

SCHOOL NURSE (Part-time)

Contract and Hours	Permanent contract – Full Time
Important Information	The British School of Milan is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including comprehensive criminal record checks or other relevant background checks.
Purpose and Objectives of the Role	This is an exciting opportunity for a qualified nursing professional who is passionate about supporting the health, safety and wellbeing of children and young people in a vibrant educational environment. The School Nurse plays an essential role in promoting a safe, healthy and nurturing environment for students and staff. Working closely with the Head of Nursing & Clinical Services, the Safeguarding and Pastoral teams, the successful candidate will provide high-quality clinical care, support students with individual healthcare needs and contribute to health and wellbeing initiatives across the school.
Duties and Responsibilities	Key Responsibilities • Clinical Care: Provide first aid and immediate medical care to students and staff, supporting the management of acute and chronic health conditions and individual healthcare plans. • Medication Management: Administer prescribed and over-the-counter medications in accordance with parental authorisation, medical guidance and school policies. • Communication: Liaise professionally and sensitively with parents, colleagues and external healthcare providers regarding student health and medical needs. • Medical Records: Maintain accurate, up-to-date and confidential student health records, immunisation information, individual healthcare plans and accident logs. • Health and Safety: Maintain a safe, clean and welcoming medical room, monitor medical supplies and support infection prevention and control measures. • School Events and Trips: Prepare medical kits and relevant healthcare information to support the safe participation of students in school activities, sports events and educational trips. • Safeguarding: Remain vigilant to student welfare and promptly report safeguarding or wellbeing concerns in accordance with school procedures. • Health Promotion: Contribute to initiatives promoting physical and mental wellbeing, healthy lifestyles and preventative healthcare.

SCHOOL NURSE (PART-TIME)

Duties and Responsibilities

- **Emergency Preparedness:** Support the school's medical emergency procedures. Clinical Care: Provide first aid and immediate medical care to students and staff, supporting the management of acute and chronic health conditions and individual healthcare plans.
- **Medication Management:** Administer prescribed and over-the-counter medications in accordance with parental authorisation, medical guidance and school policies.
- **Communication:** Liaise professionally and sensitively with parents, colleagues and external healthcare providers regarding student health and medical needs.
- **Medical Records:** Maintain accurate, up-to-date and confidential student health records, immunisation information, individual healthcare plans and accident logs.
- **Health and Safety:** Maintain a safe, clean and welcoming medical room, monitor medical supplies and support infection prevention and control measures.
- **School Events and Trips:** Prepare medical kits and relevant healthcare information to support the safe participation of students in school activities, sports events and educational trips.
- **Safeguarding:** Remain vigilant to student welfare and promptly report safeguarding or wellbeing concerns in accordance with school procedures.
- **Health Promotion:** Contribute to initiatives promoting physical and mental wellbeing, healthy lifestyles and preventative healthcare.
- **Emergency Preparedness:** Support the school's medical emergency procedures and contribute to staff awareness of relevant protocols, procedures and contribute to staff awareness of relevant protocols.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation. In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

SCHOOL NURSE (PART-TIME)	
Education and qualifications	Qualified Nurse with current professional registration and authorisation to practise in Italy.
Skills and Experience	• Fluency in English, both written and spoken. Good Italian. • Strong IT skills and confidence in maintaining electronic medical records. • Excellent communication, interpersonal and organisational skills. • A compassionate, discreet and professional approach to student care. • Ability to remain calm, confident and effective in emergency situations. • Commitment to safeguarding and promoting the welfare of children and young people. • A welcoming, collaborative and truly international working environment. • The opportunity to make a meaningful contribution to the health and wellbeing of our students.
Other	Committed to safeguarding and promoting the welfare of children and young people.

HOW TO APPLY

Please [complete the job application form](#).

Include the following:

- Cover Letter + Comprehensive CV (upload in PDF)
- Information related to your current salary
- Names and email addresses of two Referees

Your Referees will not be approached until the final stages and not without prior permission from candidates

If you have any questions regarding this role, or require any assistance with the application process, please start your application through eTeach website or contact employment@bsm.school

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'We are absolutely happy with the progress of our son at the BSM. He has easily settled, after a very short period of time he was calling other children 'friends'. That was amazing! I think this is the best international school in Milan. I strongly recommend it!'

Parent Testimonial

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'What drew me here really was the reputation of the school. It has a reputation for academic excellence, but also its reputation for the quality of pastoral care and the support that it offers the students... And you see the quality of education each and everyday, you see the quality of care that happens every single day and it's brilliant to be part of this fantastic team.'

**Jonathan Massey
Director, Sixth Form**

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'Teachers support me to make sure that I can do my best - even though I need more help than others.'

Year 10 Student Testimonial

NOTE

Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate and child protection screening is successful.

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify 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 CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as our express 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



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Via Pisani Dossi 16, 20134 Milan (MI) Italy Tel. +39 02 210941
info@bsm.school - britishschoolmilan.com