

Candidate Information



TONBRIDGE  
SCHOOL

# NURSE

## Fixed Term Contract – April to July 26



## THE MEDICAL CENTRE

The Medical Centre plays a central role in the provision of outstanding pastoral care at Tonbridge School. The centre, an eleven-bedded unit, is staffed by a team of Nurses, Healthcare Assistants and General Assistants who provide care 24 hours a day during term-time whilst the boys are resident in School. There are approximately 800 boys, of whom about 450 are boarders, and the Medical Centre is responsible for their full health supervision whilst at School. The Medical Centre has daily contact with a variety of people both within and outside the School infrastructure, such as Housemasters, teachers, parents and the School Doctors.



## JOB DESCRIPTION

<b>Job Title</b>	Nurse
<b>Reporting to</b>	Sister-in-Charge
<b>Main Purpose</b>	To manage the day to day running of the Medical Centre

### MAIN DUTIES

- Manage the day-to-day operation of the Medical Centre, delivering a broad range of nursing care that incorporates general practice nursing, pastoral support and acute care comparable to a Minor Injuries Unit, ensuring compliance with the Nursing and Midwifery Council (NMC) Code at all times.
- Undertake core Practice Nurse duties, including but not limited to wound care and dressings, venepuncture and health promotion/education.
- Provide general nursing care to boys admitted to the Medical Centre with routine illnesses or acute conditions.
- Assess and treat minor injuries, predominantly sports-related (e.g. sprains, suspected fractures, dislocations and soft tissue injuries) as well as minor trauma such as cuts and grazes.
- Support the ongoing management and review of pupils with chronic health conditions, and contribute to the prevention, identification and control of infectious disease outbreaks in the School.
- Maintain accurate, timely and confidential clinical records in line with professional standards and best practice, ensuring appropriate communication of relevant information to Housemaster, House Matrons and Parents where necessary.
- Uphold standards of confidentiality in all aspects of medical care, records management and correspondence.
- Promote and maintain high standards of hygiene and infection control within the Medical Centre, including oversight of cleanliness and safe clinical environments.
- Assist with medical assessments and screening of all new and existing boys, maintaining an up-to-date knowledge of age-appropriate health screening practices.
- Deliver a high standard of care and service to boys, staff and parents, ensuring a professional, approachable and supportive environment at all times.
- Contribute to the School's Health Education programme where appropriate, supporting the promotion of healthy lifestyles and wellbeing.
- To undertake any reasonable request or other related duties as required by your Line Manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. 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 our School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

### PERSON SPECIFICATION

#### Qualifications

- Registered General Nurse (RGN) in adult or child nursing
- Current NMC PIN and Registration

## **Experience and Knowledge**

- Demonstrates a thorough understanding of safe storage, handling and administration of medicines in accordance with the NMC Code.
- Up-to-date clinical knowledge relevant to paediatric and adolescent health within a school setting.
- Awareness of safeguarding responsibilities and confidentiality requirements when working with children and young people.

## **Skills and Abilities**

- Strong clinical assessment, triage and decision-making skills, with the ability to respond calmly and effectively in emergency situations.
- Excellent verbal and written communication skills with an ability to deliver exceptional customer service to a wide range of people including School staff, boys, parents and external organisations in a professional and friendly manner.
- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams, Firefly etc.).
- Ability to multitask and prioritise tasks to cope with the multifaceted nature of the job, work under pressure and achieve deadlines.
- The ability to communicate effectively and maintain a good working relationship with all.
- The ability to work collaboratively with others and contribute to a positive team culture.

## **Personal Attributes**

- Team player with willingness to support others in their roles.
- A commitment to excellence.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Reliable, honest and trustworthy.
- Hardworking, dependable, punctual and professional in approach to work.
- Willingness to participate in continuous training and development.
- Self-motivated with the ability to prioritise tasks, work under pressure and on own initiative.
- Flexible in terms of working hours as some weekend and evening work will be required.

## **HOURS OF WORK**

The Medical Centre provides a continuous 24-hour service during term time. Duty shifts are as follows:

- Monday to Friday Day Shifts: 8am to 6pm
- Weekend Day Shifts: 10am to 5.30pm
- Night Shifts (all days): 5.30pm to 10am – please note this is a sleeping shift.

In the Michaelmas Term (Rugby season – September to December) there are two nurses on duty on Saturday afternoons, from 2.00pm to 5.30pm which is in addition to the standard 24-hour rota cover. There is an expectation that team members will assist in covering these duties on a rota basis.

Hours are subject to the operational needs of the School and may be subject to change. The Medical Centre is staffed from when boarders return to School, which may be before the published term dates as required.

**Currently, we are recruiting for a nurse to join the team on fixed term contract basis from 20 April 2026 to 4 July 2026 working Friday nights from 5.30pm to 10am. There may also be the opportunity to complete bank work with the team to provide cover during this period.**

## **FLEXIBILITY**

It is essential that the post holder remains flexible in their attitude towards working patterns and is prepared to cover for periods of emergency absence of team members. Changes in shifts to accommodate study days may occur and it is the responsibility of the post holder to ensure that the

appropriate cover is arranged to maintain a 24-hour service to the School.

## REMUNERATION AND BENEFITS

Competitive hourly rate and generous benefits package including:

- Lunch provided free of cost during term time
- Staff car parking
- Uniform provided
- CPD opportunities

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## APPLICATION PROCESS

### SUBMITTING AN APPLICATION

Full details and an application pack may be found at <https://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)  
01732 365555

**Closing Date: 13 April 2026 at 12 noon**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE  
ONLY CONNECT**

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**TONBRIDGE-SCHOOL.CO.UK**

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