

NOTRE
DAME
SCHOOL



SCHOOL NURSE

Candidate Information

Permanent
Part-time – 5 days per week
09:30-16:15,
Term Time Plus 3 Weeks
Required Autumn Term 2026



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac – Foundress



“
*Pupils display
genuine kindness
and respect for one
another.*”

Independent School Inspections – ISI





The Role

Position Title

School
Nurse

Reporting to

Office
Manager

The function of the post

Our Registered and Qualified School Nurse plays a vital role in promoting and safeguarding the health, wellbeing, and welfare of all pupils within the school community.

Working within a nurturing and supportive environment of our medical room, the School Nurse and their team provide a high standard of medical care, first aid, and health advice, ensuring that pupils can thrive.

As a key member of the pastoral team, the Nurse supports the school's commitment to delivering outstanding pastoral care, a key factor in the school's success and maintains the medical room as a safe place for our girls of all ages

Main Duties & Responsibilities

Key Objectives

- Store and maintain a complete set of confidential medical records for each girl in the school, and for each staff member who has chosen to supply them.
- Maintain relevant medical information re pupils, held on the school database system.
- Deal with and/or provide advice regarding medical issues arising and perform examinations as necessary.
- Creating and managing Staff training and INSET for courses including First Aid.
- Informal education for teaching and non-teaching staff and pupils as requested
- Providing input on First Aid and health-related issues through the PSHE programme and activities in the Senior School.
- Ordering medical supplies (medicines and equipment) in line with the agreed levels of stock and range of medication and equipment.
- Line Management of the Medical Room Team.
- Provide relevant health information and first aid supplies for school trips and ensure all the correct information is collected.
- Dealing promptly with incidents/accidents involving pupils, staff and visitors of the Preparatory School and Senior School.
- The efficient running of the Medical Centre.
- Providing medical cover on the sidelines for home team matches and School sporting events as required.
- Dealing with day-to-day medication.
- Ensuring correct administration, storage and recording of all medications given (as prescribed with consent).
- Dealing appropriately with all illness amongst pupils.
- Ensuring the Safe and correct storage of all medical supplies.
- Restocking the first aid boxes around the School.

The Person

Based onsite five days a week, with occasional event commitments, the successful candidate will support the school in delivering an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working across both schools and the pastoral Department, you will ensure that our Medical provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Registered General Nurse (RGN) with current registration with the Nursing and Midwifery Council (NMC).
- Experience working with children and young people, ideally within an educational, community, paediatric, or school setting.
- Sound knowledge of safeguarding, child protection, health promotion, and adolescent health issues.
- Ability to assess and respond effectively to a range of medical needs and emergencies.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, parents, staff, and external healthcare professionals.
- Strong organisational skills with the ability to maintain accurate records, manage confidential information, and prioritise competing demands.
- Compassionate, approachable, and calm under pressure, with a commitment to supporting the wellbeing of pupils.

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”

Independent School Inspections – ISI





Benefits of Service

Hours of work

Permanent

Part Time

5 Days Per Week

09:30-16:15

Term Time

Plus 3 Weeks

Remuneration

NDSP 36-38

£42,169-£44,623 FTE

£31,741.27 –

£33,588.01

Actual

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice**, **Safeguarding Policy**, **Safer Recruitment Policy**, **Keeping Children Safe in Education** and **Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at

recruitment@ notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application process available on our career on TES and Our Website

Notre Dame School Jobs

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

Autmn Term 2026