

Appointment of Lead School Nurse

October 2025

Information for Applicants



Welcome

Effingham Schools Trust is made up of a small group of schools sharing a Christian ethos nestled in the beautiful Surrey countryside. A family atmosphere pervades the schools where pupils can thrive, staff have fulfilling roles, and parents can be confident in their choice of education for their young people.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school for girls and boys aged 2 to 18 years delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate. The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 will see the opening of the new co-educational Sixth Form on the St Teresa's site, the final part of the forward-looking educational strategy that the Trust has created.



The Role

St Teresa's seeks to appoint a Lead School Nurse, to lead the school nurses in the running of the Medical centre. The Lead school nurse, along with the medical team will be responsible for all aspects of medical care throughout the school, which includes care of those with existing medical conditions, first aid issues, mental health support, and the wellbeing of pupils and staff. We welcome applications from both full-time and part-time candidates.

Applicants should enjoy the company of adolescent pupils and understand the moral, social and educational issues which affect them. Key personal qualities are patience, kindness, stamina, resilience, firmness and a sense of humour. Working with young people is challenging and demanding but can also be immensely rewarding.

The Medical Department

The School Medical Centre is staffed by registered nurses who provide medical cover from 8.15am - 17.15pm Monday to Friday. Outside these hours, several members of the school staff are qualified first-aiders and are available through boarding or the out of hours activity they are participating in, should the pupils require any assistance. Every pupil is different, and we use a holistic approach in planning their care, taking into consideration their physical, emotional and psychological needs.

Line Manager Responsibilities

- Directly responsible to the Deputy Head (Pastoral) for nursing management and for the health and physical welfare of all the pupils in the school and to the Head of Boarding in relation to any boarding duties.
- Member of the Health and Safety Committee.
- Responsible for the staffing of the Medical centre
- Line managing the team and supporting CPD to meet NMC requirements for the nursing team.
- Member of the safeguarding team

Main Duties and Responsibilities

- To provide complete individual health care planning for health and special needs, as well as first aid and minor injuries treatment for pupils and all staff;
- First aid for mental health issues, emotional health and wellbeing.
- To support pupils with specific medical conditions
- To work closely with all pupils and the teaching staff to help the pupils take responsibility for their own health, to ensure that each girl fulfils her potential.
- To treat pupils with a caring and professional manner.
- Be responsible for all aspects of medical care throughout the school, this involves; care of those with existing medical conditions and first aid issues; mental health support; wellbeing of pupils and staff; involved in PHSE teaching.
- Administrative duties

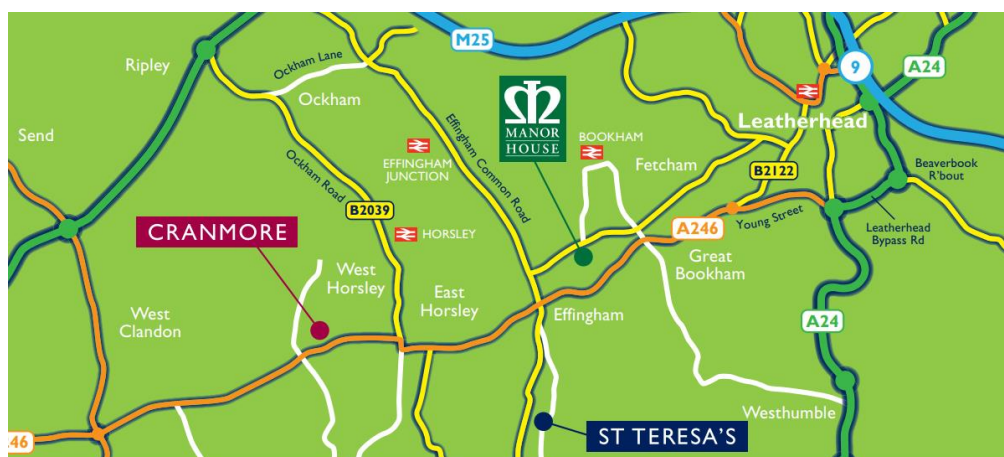
St Teresa's School

St. Teresa's has a school population of 500 including over 60 boarders. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St. Teresa's offers a strong, caring community based on its Catholic traditions but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

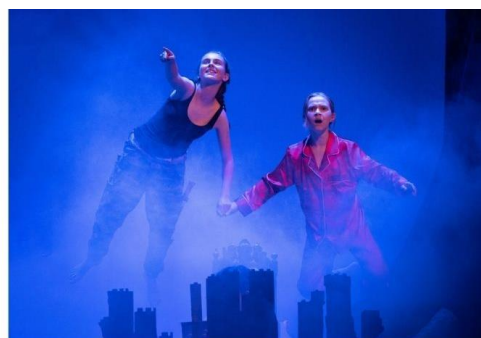


St. Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.



The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

A number of facilities have been provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St. Teresa's enjoy a 25m indoor swimming pool, five netball courts, a multi-sport sports hall and newly revamped astroturf pitch.



Remuneration and Benefits

Our staff enjoy working as part of a strong school community and we reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year. This service also included specialist bereavement and terminal illness support.

24-hour GP service

Free online access to GP appointments (video or telephone appointments) can be arranged with private prescriptions, second opinions, fit notes and open referrals available.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application Process

All applicants are required to complete an application form containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to Mr Stuart Field (Headmaster) should accompany the application form.**

Short listed candidates will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- The receipt of two satisfactory references (one of which must be from the applicant's most recent employer). Please note that references will be taken up on short listed candidates prior to interview.
- The receipt of a satisfactory enhanced disclosure from the DBS
- The agreement of a mutually acceptable start date and the signing of a contract

Closing Date for Applications:	Monday 13 th October 2025
Applications should be sent to: Interviews will take place on: Thursday 16th & Friday 17th October	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the disclosure and barring service.

St Teresa's reserves the right to interview at any stage of the selection process