



St Leonards
St Andrews

School Nurse - Part Time (3 days)

INFORMATION PACK



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Part-Time School Nurse

Responsible to:	Lead School Nurse
Responsible for:	N/A
Salary:	£32,626 annual : Support Staff Scale Grade 4:5 (pro-rated for part-time = £17,398).
Contract Type:	Part-time, permanent, 3 days per week.
Hours of work:	24 hours per week, term-time only 34 weeks, plus 3 admin weeks.

The principal role of the School Nurse is to work as part of the nursing team providing first class medical care, information and guidance to school pupils. The School Nurse is a member of the School's nursing team reporting to the Lead School Nurse. As a member of the wider support network, the role is ultimately accountable to the Director of Finance & Operations.



Discover St Leonards - The School and Ethos

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 35 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scottish Independent School of the Year for Academic Performance for 2024' by the Sunday Times in recognition of its high academic achievement.

The average IB Diploma points score in 2024 was 34, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level). At GCSE, over 60% of grades awarded were 7-9.

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, which regularly tops the rankings of university league tables, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.



School Nurse

Main Responsibilities:

- Supporting the Lead Nurse to oversee the work of the nursing team, ensuring that resources are allocated appropriately and skills are used effectively maintaining excellent standards of nursing care.
- Supporting boarding students to help maintain optimum physical and mental health whilst in School, providing appropriate nursing care when they are unwell and playing a key pastoral role when required.
- Provision of emergency care and first aid treatment for students, including organising emergency appointments to other health specialists.
- Day to day treatment and care of unwell or injured boarding students, treating and assessing while in boarding houses creating and/or implementing existing care plans for students with specific health care needs and supporting and monitoring non-qualified staff in the safe and effective delivery of care.
- Conducting medicals with all new residential boarding students to enable registration with a local GP surgery.
- Liaising with the GP's and practice nurses at the local surgery, for professional advice, guidance, arranging pupil appointments and accompanying students to and from appointments if necessary.
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon.
- Being aware of and working with students' specific medical needs, providing support and medical back-up to allow such students to lead a full and active school life.
- Allowing a safe space for students to voice their concerns and signposting to other services as appropriate.
- Prioritise workload to meet the needs of the students and the medical centre.
- Promoting and assisting in the delivery of health education topics throughout the School.
- Keeping up-to-date with current health promotion initiatives and actively working to reduce risk taking behaviour with students.
- Maintaining all written and electronic records accurately, confidentially and safely in accordance with the School's policy for the control and retention of records
- Medication management adhering to the protocols and procedures according to RCN policy guidelines.
- Assisting the Lead Nurse with the recruitment, selection and interviewing of staff.
- Maintaining awareness of Child Protection issues, raising any concerns to the School's Child Protection Officer.
- Maintaining confidentiality on a daily basis as required by regulatory codes of conduct
- Taking responsibility for continuing professional development through maintaining and developing clinical skills and knowledge relevant to the needs of the service, identifying own training and development needs.
- Working within the Nursing and Midwifery Council Code of Conduct, demonstrating accountability and responsibility for own actions.
- Practises in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and groups within the school community.
- Contributes to the development and/or review of policies and protocols within the medical centre.
- Under the mandatory requirements of the Health and Safety at Work Act 1974, take reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. Carrying out periodic workplace inspections to identify and, where practicable, eliminate or control hazards.

This is not intended to be an exhaustive list of duties, and it is expected that the post-holder will participate in other reasonable activities according to the needs of the School and for better fulfillment of the role.

Person Specification

Experience

Essential

- Proven experience of working in a medical setting, providing emergency and routine medical services.
- Experience of assessing, planning,
- Organising, implementing and evaluating nursing care.
- Experience of documenting observations, results, decisions and actions and communicating these effectively.

Desirable

- Experience of providing medical service in an education setting.

Knowledge & Qualifications

Essential

- Current, unrestricted registration with Nursing Midwifery Council (NMC).
- Five years' post registration experience.
- Evidence of continued professional development.

Desirable

- Relevant experience of working without direct supervision and as part of a team.

Skills & Competencies

Essential

- Ability to work independently with initiative and as part of a team.
- Excellent organisational and time-management skills.
- Excellent communication and interpersonal skills.
- Sound judgement.
- Awareness of Patient Confidentiality and Child Protection regulations.
- Excellent ICT and technical skills. Competent with Google, Excel, Word and database management

Values and Attitudes

Essential

- Sensitive to the needs of others and supportive when required.
- Acts with integrity
- Works cooperatively with colleagues to improve service.
- A flexible approach to working hours.
- Ability to work within a small team, supporting colleagues.
- Forms meaningful relationships with others.
- A friendly, sympathetic and supportive personality.
- Innovative thinker, self-motivated and problem solver.
- Demonstrates initiative and acts with effectiveness.
- Accountable for your own actions and decisions.
- Professional attitude to work.
- Ability to remain calm under pressure
- Reflective practitioner
- Motivated to work with children and young people.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our School Talent/Teacheroo portal: <https://jobsearch.teacheroo.io/st-leonards>.

Closing date and time for applications is 12 noon on Monday , 4 August 2025. Early applications are encouraged as St Leonards reserves the right to interview and close the post early.

Any questions may be directed to **recruitment@stleonards-fife.org** in the first instance.

All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.





St Leonards

St Andrews, Fife

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