



**BLACKHEATH
PREP**

School Nurse

Information for Candidates



Part of the Eltham College
Family of Schools



Contents

1. Introduction
2. Our Mission and Values
3. The Role and Person Specification
4. Key Duties
5. Terms of Appointment and How to Apply

‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent



Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.



Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

Our Values



Job Description

Job Title:	School Nurse
Hours of Work:	Part time, 12.5hrs a week, Term Time only (Hours as follows: 10.15 – 16.30 Monday and Tuesday with 1hr handover on Wednesday 09.15 – 10.15)
Reports to:	SLT Member

Principal Role

Blackheath Prep is seeking to appoint an experienced, enthusiastic and dedicated School Nurse.

The successful candidate will lead on all aspects relating to first aid and provide medical support to pupils at Blackheath Prep and, to some extent, the wider school community.

At Blackheath Prep, the collective sum of the individual differences, life experiences, knowledge, inventiveness, self-expression, unique capabilities and talent that our community holds represents a significant part of not only our culture, but our achievements as well.

We expect and enable:

- Members of staff to act as role models for the children and their families through curriculum content and conduct which demonstrates our commitment to fostering, cultivating and preserving a culture of diversity, equity, inclusion and belonging.
- Commitment to ensuring that all members of our community can see themselves in the texts and topics through which we deliver our broad and balanced curriculum.
- Teamwork and participation, permitting the representation of all groups and perspectives within our unique community.
- Regular INSET and opportunities for development which keep practice current and research informed.

Every member of staff at Blackheath Prep is committed to ensuring that all children are enabled to reach their full potential. We therefore welcome applications from candidates who demonstrate an ability and genuine desire to see children shine and exceed their own and our expectations of them.

Main Duties

AIMS OF THE POST

- To look after children who need medical attention. The School Nurse will be expected to have an appropriate nursing qualification and a current First Aid at Work qualification.
- To ensure a safe and hygienic environment, following health and safety regulations, carrying out risk assessments, and supervising children to prevent accidents.

AS A NURSE AT BLACKHEATH PREP

- Ensure first aid needs are assessed and addressed by assessing injuries and accidents, and follow procedures if pupils require emergency medical care.
- Being responsible for the medical care of pupils, ensuring that prompt and appropriate care is provided to individuals with general illness, injuries and medical conditions.
- Prepare and distribute incident slips to inform form teachers and parents of incidents.
- Work with parents and external agencies where required to devise, action and review care plans for pupils where appropriate.
- Work with the Assistant Head Pastoral and the wider pastoral team to support the social, emotional and mental health of pupils and deliver the highest standard of pastoral care.
- Maintain accurate records of accidents and incidents and inform the Chief Operating Officer of any accidents reportable under RIDDOR.
- Ensure pupil medication is stored correctly and is within its use by date.
- Ensure compliance with health and safety, first aid and public health guidance, including the management of outbreaks, effective accident recording and updating medical policies as appropriate.
- Record pupil medical and first aid needs in iSAMS.
- Administer medication to pupils and ensure accurate records are kept and filed.
- Ensure first aid kits in school and first aid bags used for fixtures and trips are fully stocked.
- Liaise with the Premises Manager regarding first aid supplies needed.
- Manage the budget for first aid supplies.
- Deliver staff training on first aid matters, eg use of Epi-pens.
- Organise and arrange regular First Aid training courses for staff.
- Liaise with the Chief Operating Officer to ensure the School's First Aid policy is relevant and kept up to date.
- Liaise with parents and carers regarding management of pupils' medical conditions, e.g. diabetes, asthma, epilepsy etc. as well as being a point of contact and support for parents and carers, offering appropriate advice and guidance when required.
- Liaise with the school catering company regarding pupil allergy (i.e. food allergy) management.
- Support with providing First Aid at school events such as Open Days and School Fairs.
- Support the teaching of science and PSHE where necessary.

Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and kind and considerate members of the school community.
- Promote equal opportunities for pupils to participate in all areas of school life, regardless of their skill level or ability.
- Set high expectations for pupils' behaviour.
- Foster positive and productive relationships with pupils and their parents.

- Promote understanding of the school's values and policies.
- Show due regard for pupils' and colleagues' health and safety both on the school premises and when engaged in activities elsewhere.
- Act as a role model to pupils.
- Promote the general progress and well-being of pupils.
- Maintain accurate and timely records.

Professional Development and Appraisal

- Actively participate in arrangements for your professional development.
- Actively participate in arrangements for your appraisal.
- Keep up to date with current best practice.
- Attend and actively participate in courses, workshops, INSETs and Staff Meetings.

Relationships with Parents and the Wider Community

- Maintain positive and courteous working relations with pupils, parents and colleagues and other members of the wider school community.
- Arrange and record meetings with parents and carers about issues of concern and ensure that colleagues are aware of these matters, responding professionally, sensitively and appropriately.
- Take part in the life of the school by attending assemblies, house meetings, plays, concerts, School events, Open Mornings, fixtures and parent information evenings.
- Participate in presentations to parents, as required.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct and all stated policies and practices of the School.
- To supply appropriate material for the newsletter, website and school publications.
- Maintain confidentiality and protect all school data, only sharing it with necessary parties.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.

It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Benefits

- A competitive salary is offered, reflecting the level of experience to date.
- Benefits including school fee remission, life assurance and pension scheme.
- Wellbeing benefits including free annual eye test, annual flu vaccination and access to our Employee Support helpline.

- Travel benefits include Season Ticket Loan and Bike2Work scheme.
- Free staff lunch and tea/coffee is provided during term time.

Person Specification

The successful candidate will hold an appropriate nursing qualification as a NMC registered nurse, be able to demonstrate commitment to continuing their professional development, and have strong knowledge of assessment of health needs of school-aged children. They will also demonstrate:

- Tact and discretion in dealing with all matters;
- The ability to respond calmly, quickly and willingly to urgent and unexpected requests;
- Flexibility in their approach to people and to working arrangements;
- A proactive, positive attitude; and
- An understanding of the importance of medical and personal confidentiality whilst also adopting a team approach to care.

Other valuable qualities include compassion, understanding, organisational ability, a capacity to work hard and the ability to stay calm and good humoured under pressure.

A pleasure in the life of a thriving, busy school, and the ability to act as an approachable, sympathetic and principled role model will be likely to characterise the successful candidates.

Most importantly, the successful candidates must have a genuine interest in the evolving needs of young people and a strong commitment to children's academic and personal development from Nursery to Year 6.



Terms of Appointment and How to Apply

Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **8am, Monday 22 June 2026**

Short-listed candidates will be invited to attend an interview on Friday 26 June 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.blackheathprep.co.uk & www.eltham-college.org.uk.