

JOB TITLE: **PART-TIME SCHOOL NURSE**

RGS SURREY HILLS SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**



RGS SURREY HILLS



RGS SURREY HILLS SCHOOL

Welcome to RGS Surrey Hills – a school shaped by heritage, inspired by values, and focused on the future.

Formerly known as Box Hill School, RGS Surrey Hills is a thriving co-educational day and boarding school for 450 students aged 11–18. Our transformation marks more than a change in name: it represents the next chapter in a proud history of holistic education, as we join the Reigate Grammar School (RGS) Group of Schools – a global family of leading independent schools committed to excellence, opportunity and community.

Founded in 1959 by educational pioneer Roy McComish, our school was built on the ideals of academic curiosity, character development and global citizenship. As a founding member of the internationally respected Round Square organisation, we remain deeply committed to these values today, nurturing not only the minds of our students, but also their confidence, compassion and sense of purpose. Rooted in Kurt Hahn's IDEALS (Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service), our school embraces learning both inside and beyond the classroom.

RGS Surrey Hills offers a vibrant and inclusive community where every child is known and valued. Students join us from across Surrey, Sussex and the surrounding areas, as well as from over 30 countries around the world. Our modern, flexible boarding provision welcomes full, weekly and flexi boarders into beautifully appointed houses, enabling families to choose what works best for them. Whether day or boarding, every student becomes part of a warm, diverse environment that celebrates individuality and encourages belonging.

Academic ambition runs hand-in-hand with pastoral strength. We offer both A Levels and the International Baccalaureate Diploma Programme in the Sixth Form, enabling each young person to follow a pathway that suits their strengths and aspirations. From dynamic science labs and drama productions to student-led sustainability projects, outward-bound challenges, and Round Square exchanges, every learner is encouraged to explore their interests, discover their voice and contribute meaningfully to the world around them.

We are also proud to be a member of HMC, the professional body of the UK's leading independent schools – a reflection of the quality, ethos and aspiration that define RGS Surrey Hills.

As part of the wider Reigate Grammar School Group, we benefit from collaboration, shared expertise and enhanced opportunities – while maintaining our distinctive character as a small school with big horizons.





JOB DESCRIPTION

The purpose of the Medical Centre is to provide a high-quality nursing service to the school community by working both proactively and reactively, and embracing new technologies as required. Delivering that quality of service requires an enthusiastic, harmonious, and mutually supportive team.

Role of the School Nurse within the team

To provide a clinically effective, high quality nursing care service for all members of the school community, recognising the vital inter-dependence of direct patient care with the associated administrative tasks, using electronic systems as required.

Responsible to

Managerial: Lead Nurse

Deputy Head Pastoral and Safeguarding

Professional: in matters of professional practice, to the Nursing and Midwifery Council (NMC)

MAIN DUTIES AND RESPONSIBILITIES

- To adhere to the NMC Code of Professional Conduct and be conversant with the Scope of Professional Practice.
- To use best practice to maintain a high quality of nursing care to the student community.
- To observe strict confidentiality on all matters relating to students, staff and information obtained during employment, unless safeguarding requires us to share it to ensure a young person's safety.
- To contribute to appropriate development of policies and protocols as delegated by the Lead Nurse.
- To contribute to the smooth and efficient day to day running of the medical centre.

Nursing

- To run nurse-led drop-in clinics during medical centre opening times where students can receive friendly, empathetic, personalised treatment, support, and advice and to make accurate, contemporaneous electronic records.
- To ensure welfare plans are developed and written for students requiring them, in liaison with students, parents and boarding house staff and shared appropriately.

- To provide first aid, emergency care and treatment around the school campus. This necessitates the physical capability and stamina to mobilize at speed with appropriate equipment, to attend pitch side incidents, without endangering self or compromising the health and safety of students. (School campus is approx. 45 acres, the entrance to the sports field by the high ropes course is 115 meters from the medical centre and the various pitches are located beyond this).
- To provide confidential guidance and health advice as appropriate for those requiring psychological support.
- To follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- To follow procedures for the control of infectious diseases and advise on outbreaks of communicable diseases, including hands-on care for those students in isolation.
- To follow procedures for the safe disposal of clinical waste.
- To be aware of recommendations and maintain safe storage, usage and disposal of medical supplies and drugs.
- To maintain treatment room stock, hygiene, and tidiness.
- To organize Doctors' appointments, including advising students to attend and referring them as appropriate.
- To arrange for boarders to attend any medical, dental, or other health appointments, as necessary.
- To participate in the health status review of boarders on entry to the school.
- To carry out pre-medicals and organize follow-up appointments where necessary, for new boarders.

Health Education

- To promote good health practices throughout the school population.
- To contribute to the provision of and access to a range of publicity materials on issues relating to students' health.
- To keep up to date with current health promotion initiatives and to undertake training as appropriate.
- To contribute to staff training on asthma and anaphylaxis, and other health issues as appropriate to the staffing of specific students (e.g., diabetes, epilepsy, and the management of other chronic conditions).



JOB DESCRIPTION CONTINUED

Administrative

- To keep nursing records to a high standard ensuring accuracy and confidentiality and enabling rapid retrieval of information as required.
- To record the dispensing of drugs following drugs protocols.
- To assist in medical centre audits as directed by Lead Nurse.
- To adhere to general office procedures.

Health and Safety

- To have responsibility for the health, safety and welfare of self and others in the working environment.
- To follow safe working practice and always comply with the school's Health and Safety Policies and Procedures.
- To keep accurate records of all reported accidents according to the designated system.
- Inform the Lead Nurse and Chief Operating Officer of any concerns regarding health and safety and safe working practices.

Liaison

- Work closely with nursing colleagues to ensure seamless continuity of care, including parents, academic and school office staff and other departments, as necessary.
- Liaise with boarding house parents and other house staff.
- Liaise with doctors, surgery staff and pharmacy as required.
- Liaise with appointments and admissions staff for consultants, orthodontics, dentists, and opticians.
- Work with the School's Designated Safeguarding Lead (DSL) as required.
- Liaise with other outside agencies as necessary, including specialist support.

PERSONAL SKILLS AND ATTRIBUTES

- Good communication and interpersonal skills, including an ability to build rapport, establishing good one to one relationships.
- Ability to work independently and to make decisions based on sound clinical judgement.
- Ability to also work enthusiastically and positively, as part of a small, closely-knit team, having respect for colleagues.
- To be flexible and adaptable in their approach to work, including the ability to handle change.
- To demonstrate acceptance of and compliance with the introduction of technological advances.
- Ability to write clear reports, paying attention to detail.
- To act in a professional manner as set down in the NMC Code.
- To further develop practice through continuing education that will benefit service delivery and meet NMC revalidation.
- Willing and able to participate fully in the day-to-day life of the school.

All staff are actively involved in the co-curricular life of the school, and we encourage staff to share their passions with our pupils.

Accommodation available if required.



FURTHER INFORMATION

TERMS AND CONDITIONS

- 21 hours per week, 35 weeks per year plus 2 weeks non-term time.
- This role typically operates between 7.30am and 5.30pm, with flexibility available - details can be discussed at interview.
- Non-teaching staff at RGS Surrey Hills are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School Group 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 (available on our website) and are required to declare any criminal convictions, 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 Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School Group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or

maternity, race, religion or belief, sexual orientation or socio-economic background.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Stuart Ansell as soon as possible and by **Friday 30 January 2026, 9.00am at the latest**. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School Group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Chief Operating Officer and sent (by email or letter) to:

Mr Stuart Ansell

RGS Surrey Hills

Old London Rd

Mickleham

Dorking

RH5 6EA

01372 373382

hadmin@rgs-surreyhillsschools.org



SCHOOL LOCATION AND DIRECTIONS

Our 26-acre site surrounds Dalewood House, a striking Victorian manor built in 1883, and offers a peaceful, spacious setting where students can learn, explore and grow. Located just outside the village of Mickleham and minutes from Dorking and Leatherhead, RGS Surrey Hills enjoys easy access from the A24 and M25 and is well connected by road and rail.

The campus includes:

- Specialist subject classrooms and science labs
- Creative Art and Design studios
- Performance and rehearsal spaces for music and drama
- Dedicated Sixth Form Centre and social study areas
- Modern boarding houses with a range of flexible options
- High ropes course and outdoor adventure facilities
- Extensive playing fields for rugby, football, and cricket
- On-site café-style Dining Hall and student common areas

As a school committed to holistic education, our facilities support learning far beyond the classroom, from co-curricular enrichment to weekend activities and boarding life. Further investment and planning are also underway to enhance our sports and co-curricular provision in line with our growth.

By Road

RGS Surrey Hills is located on the A24, approximately five minutes from Junction 9 of the M25. The school entrance is clearly signposted just south of Mickleham village, between Dorking and Leatherhead.

Postcode: RH5 6EA

By Rail

The nearest mainline stations are Dorking and Leatherhead, both with regular services to London Waterloo, London Victoria and the south coast. Dorking station is a 5-minute drive from the school, while Leatherhead is approximately 10 minutes away by car or taxi.

By Bus

The 465 bus route between Kingston and Dorking stops in Mickleham, just a 1-minute walk from the school. Other local bus routes connect the surrounding villages and towns, including Leatherhead and Guildford.

WHAT3WORDS

Main Reception: campus.ridge.crest

