

ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A BANK NURSE (CASUAL WORKER)

Welcome to St Mary's School Ascot



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



The Vision and Ethos of our School

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- Nurturing in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- Developing in each pupil a love of learning and independent thought through a rigorous academic education.
- Promoting a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- Encouraging each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- Fostering a partnership between parents, school and the wider community.
- Inspiring in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- Following in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.





Our Key Features

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



About The School

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



About The Role

St Mary's is seeking to appoint a casual hours Bank Nurse from December 2025.

The Health Centre

The Health Centre plays a vital role in caring for pupils in our busy full boarding school and supporting the pastoral, wellbeing and safeguarding needs of pupils during the day and overnight. It is located in the school's main building and has undergone substantial refurbishment. The Health Centre has eleven beds for pupils, a nurse's office, doctor's office, consulting rooms, waiting room, kitchen and bathrooms. The School Doctor holds surgeries at the school twice a week, and all pupils are registered with a local surgery as NHS patients. We have two visiting counsellors, who see pupils in the Health Centre and work closely with the medical and boarding teams, as well as other visiting professionals such as an Alexander Technique teacher.

Person Specification

We are looking to appoint a female (Occupational Requirement), qualified and experienced registered nurse who is enthusiastic and proactive to provide an on-call bank nurse service in an all girls boarding school. The ability to deal with minor ailments and injuries is essential. Experience of working with adolescent girls is desirable. The successful candidate will have a proven ability to work both independently and as part of a team.

Applicants should be approachable and committed to provide excellent standards of care to our pupils. RN qualified with post registration experience and high standards of clinical ability are fundamental. Applicants must enjoy working with children and young people. Good verbal and written communication skills are very important. Reliability, punctuality and a flexible approach to working as part of the Health Centre team are essential.

Responsibilities

- Work as part of a team of nurses, Health Care Assistant and a part-time Health Centre Administrator providing a high standard of professional medical care for all pupils;
- Care for pupils when on duty in the Health Centre, under the leadership of the Senior Nurse;
- Actively collaborate with boarding staff and parents to promote good physical and mental health, and wellbeing for all pupils;
- Maintain consistently high standards of clinical practice;
- Ensure that risk assessments are carried out as appropriate for individual cases, such as pupils requiring a wheelchair or crutches, or those with other diagnosed medical needs;
- Maintain pupil medical information accurately and securely and ensure it is shared appropriately, having regard to medical confidentiality and data protection;
- Ensure that accurate records are kept of all pupil visits to the Health Centre, including scanning in and out through the FastVein system;
- Order medical supplies and prescriptions and monitor school first aid kits under the direction of the Senior Nurse;
- As part of the nursing team, ensure compliance with statutory medical, safeguarding, Health and Safety and Data Protection requirements;
- Undertake specific responsibilities within the nursing team, such as for asthma or immunisations, as allocated by the Senior Nurse;
- Communicate promptly and efficiently with parents;
- Communicate as necessary with the School Doctor and GP Surgery;

- Work as part of the Health Centre team to ensure that all necessary medical information and supplies are provided for school trips, such as first aid kits, EpiPens and inhalers;
- Help ensure compliance across the school with the ordering, dispensing and disposal of medicines, including meticulous and accurate record-keeping of medicines kept and dispensed in school.

Health and Safety

- Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment;
- Keep records of all accidents.

Internal Liaison

- Work closely with other members of the medical staff to ensure seamless and continuous care;
- Keep in close contact with boarding and day staff, support and administrative staff as necessary.

External Liaison

- Maintain a close working relationship with the school doctor, surgery staff and pharmacy;
- Maintain an open and confidential relationship with parents as required.

Other duties:

This job description sets out the main duties of a Bank Nurse. No job description can be fully comprehensive and a Bank Nurse will be required to support the Headmistress in any work reasonably required to support the operation of the school.

Working at St Mary's

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is an on-call, casual hours role.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. The school's current rate of pay for an on-call Bank Nurse is £30.00 per hour (gross).

Working Days and Hours. The Bank Nurse will be approached to work on an "as required" basis depending on the operational requirements of the School. They will be informed of the required hours for each assignment. They will generally be expected to work between the hours of 8:00 and 18:00 or 18:00 and 8:00 from Monday to Sunday. The school undertakes to provide the maximum warning to the Bank Nurse of any work but this will of course not always be possible.

How to Apply

Please complete the online application form selecting Bank Nurse from the drop-down menu.
https://www.st-marys-ascot.co.uk/recruitmentapplicationform/

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





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