

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Summer School Nurse
Reporting to:	Director of Summer School, Assistant Director of Summer School
Line management responsibility for:	N/A
Main purpose of the role	
<p>To provide high quality, clinically effective, innovative and inspirational health and wellbeing care to students and staff at Bede's Summer School. To take responsibility for the efficient running of the medical centre, ensuring nursing practices comply with the professional Code of Conduct.</p> <p>Clinical Medical Provision: To run daily clinics to ensure a first class medical care service is available by managing and overseeing the care of unwell students. Providing medical assessments, planning, implementation and evaluation of care. Responding to medical emergencies, assessing and treating minor ailments, recognise and respond appropriately to significant health conditions from acute to chronic. Help manage chronic health conditions, delegating to the Welfare Manager as appropriate, care planning and risk assessments as required. Liaising with House Parents, parents and agents, keeping people informed in a timely manner, ensuring handover of care is appropriate, beneficial to the student and with confidentiality in mind. Work closely with the Welfare Manager and House Parents. Refer and communicate with external agencies, as well as work alongside the Designated Safeguarding Leads.</p> <p>Administration of Medicines: Administer medication according to the school's medicine policy, oversee the safe storage, stock checking, rotation and disposal of medicines, maintaining a clear audit trail. Support the Welfare Manager in administering homely remedies and teach staff the safe administration of medicine as appropriate. Ensure documentation of controlled drug use according to legal requirements.</p> <p>Communication and Recordkeeping: To keep appropriate, accurate and up-to-date written records, communicate appropriately with parents, agents, Welfare Managers, Senior House Parents, House Parents, GPs and Designated Safeguarding Leads as necessary. Ensure confidentiality is adhered to, understanding when to share information, and the need to overcome different levels of understanding and cultural backgrounds to deal with international clients effectively. Complete all relevant forms and reports following any accidents and gather appropriate medical information as required.</p> <p>First Aid & Staff Support: Provide students and staff with first aid in the case of an emergency if an accident or incident has occurred in the centre. Support staff who are first aiders, ensuring adequate levels of care are provided and the correct procedures are being followed. Ensure you know the members of staff in the centre who are first aid trained in case of emergencies.</p>	

Welfare and Pastoral Care Service: To implement Bede's Welfare Policy and provide a first-class welfare and pastoral care service appropriate to the age and background of the students, in order to ensure their physical and emotional well-being and provide a safe and secure environment that fosters respect, understanding and inclusiveness. To refer any cases of actual or suspected physical, mental or sexual abuse to the Designated Safeguarding Lead or their Deputy, either directly or via the Centre Director.

Health & Safety and Risk Assessments: To read, understand and ensure all Health & Safety policies, procedures and risk assessments relevant to the role are being adhered to, in order for all students' and staff to be safe at all times, including following COSHH regulations.

Safeguarding: To be aware of safeguarding and recognise and respond appropriately to safeguarding situations, acting in accordance with local and national guidelines. Report safeguarding issues through appropriate channels, record events in a timely manner, understand the importance of sharing information where there is a concern, or potential risk, to a student or adult.

Promoting Good Conduct: To be aware of, monitor and manage students' conduct and behaviour to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter what their beliefs, customs, or differences.

Set Up and Pack Down: All centre staff are responsible for and required to help with the set up and pack down of the centre. This will be subject to contract length, therefore you may only be required to help with set up or pack down and not required for both. Nurses are required to take main responsibility for their area and medical room, ensuring everything is stored in a safe manner and all equipment is accounted for when setting up and packing down.

Other Responsibilities: To undertake such other reasonable duties from time to time as the summer school may reasonably require.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
First Level Registered Nurse with current NMC registration or equivalent	E	A
Degree level nursing qualification	D	A
First Aid qualification and/or Mental Health First Aid	D	A
Knowledge and Skills		
A strong awareness of Health & Safety, specifically as it relates to residential accommodation, is essential	E	A/I
Strong and demonstrable organisational skills	E	I
An understanding of safeguarding and its importance in a school environment	E	I
Experience		
3 years Postgraduate experience	E	A
Minimum 2 years experience working with children in a professional context	E	A
Experience working in a school	D	A
Experience of working in a residential context is preferred	D	A
Experience dealing with international students is preferred	D	A/I
Personal competencies and qualities		
The ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured and often challenging environment	E	I

Other Requirements

Additional information:

Bede's Summer School, which attracts students from 50+ countries from the ages of between 6 to 20 years, is a highly successful enterprise and renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The safety and emotional well-being of students is paramount to the success of the Summer School experience and is a key contributor to why parents send their children, and agents send their clients, to Bede's.

The job holder must be committed to providing a first-class welfare, pastoral and medical care service that not only ensures students' physical and emotional well-being, but also enables them to feel motivated and empowered to seize every opportunity whilst at Bede's. The Nurse must work collaboratively with the Welfare Manager, Senior House Parent and House Parents to create a home-from-home that fosters respect, understanding and inclusiveness within a massive culturally diverse environment.

The Nurse may be required to alternate between a minimum of two centres on a needs-by-needs basis. They will be required to adapt to their surroundings and new student groups each day.

The job holder will be required to diagnose and treat common ailments with homely remedies, administering medication prescribed by a doctor and overseeing the medical care of sick students. All this is a huge responsibility and requires not only expert organisational skills, much common sense, good observation skills and a sound understanding of children's needs, but also dedication to the job.

The ability to think quickly, show common sense and pay attention to detail in many different and often unpredictable situations is fundamental for this role. Adaptability and flexibility are critical skills, as is a cheerful, positive and can-do attitude, which is a prerequisite for the job.

As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the centre management team are expected to make a significant contribution to the overall effectiveness and running of the Summer School. The Managers' Office can get exceptionally busy with many things happening at the same time, as such, high levels of resilience are required by the job holder, as well as the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding environment.

Summer School Nurses are expected to lead by example and are ambassadors of Bede's Summer School. As such, they must contribute to upholding the good name of Bede's and at all times, where on duty or off duty, in uniform or not, Nurses must act appropriately and do nothing that may compromise or jeopardise the school's excellent reputation in the local, national and international community.

It goes without saying, Summer School Nurses must also maintain appropriate boundaries between themselves and the students.

The working day is long, intense and often quite challenging, especially on arrival days when there is a lot happening at the same time, but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Even when off duty, the Nurse must be willing to “leap into action” in case of any emergency that may arise, especially during the night.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ Nurses who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience, disposition and commitment to help us achieve our goal of being the very best Summer School.

Reviewed: October 2025