



ST EDMUND'S COLLEGE  
& PREP SCHOOL

# A CAREER AT ST EDMUND'S COLLEGE

Part-time Health Centre Manager  
Term-time only - Maternity Cover

September 2026 to December 2026



**Closing date for when applications are to be received: Midday, Monday 29<sup>th</sup> June 2026**  
**For interviews to take place 2nd / 3rd July 2026.**

Suitable candidates may be interviewed when applications are received and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS  
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**Education for the whole person: Intellectual, physical, emotional and spiritual**





## ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,  
Yours faithfully,



Matthew Mostyn,  
Headmaster



## Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



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## Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



## Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



## What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
  - Discretionary discount on College Fees, subject to completion of the admissions process.
  - After school club and breakfast club charged at cost.
  - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- 25 days' annual leave (FTE), plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30; 9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4% College contribution 8.5%.



A Career at St Edmund's College	
Health Centre Manager – Maternity Cover	
Job Description	
Reporting to:	Deputy Head - Pastoral
Summary of the role:	The primary role of the Health Centre Manager is to provide medical care to boarding, day pupils and first aid care to all members of the school community, contractors and visitors. The individual is also responsible for managing the team of nurses and liaising with the Assistant Head – Pastoral. It is expected that the Health Centre Manager will use researched-based practice to plan, deliver and evaluate school nursing interventions throughout the whole College and be responsible for the strategic development of the Health Centre in line with best practice guidelines from the NMC, Boarding Schools' Association (BSA) and ISI. In carrying out duties, the incumbent will uphold the teaching of the Catholic Church in line with the College ethos.
Line management responsibility for:	All Health Centre Staff, including all Nurses, and Health Centre Assistants.
Main duties and responsibilities:	<p><b>Administrative:</b></p> <ol style="list-style-type: none"> <li>a. Be responsible for the appropriate development of protocols.</li> <li>b. Be responsible for the smooth and efficient running of the Health Centre, ensuring effective systems are in place.</li> <li>c. Advise on the recruitment and oversee the professional development of nursing staff and other members of the Health Centre team.</li> <li>d. Be responsible for drawing up duty rotas and ensuring that the Health Centre is adequately staffed at all times.</li> <li>e. Ensure that all members of the Health Centre team have annual appraisal plans and professional targets.</li> <li>f. Maintain medical records accurately, confidentially and safely.</li> <li>g. Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.</li> <li>h. Record dispensing of drugs following drug protocols.</li> <li>i. Maintenance of general office procedures including routine use of computers / ICT.</li> <li>j. Liaise effectively with the Assistant Head – Pastoral to ensure an effective two-way communication between College and the Health Centre.</li> <li>k. Attendance at staff briefings, INSET days (where appropriate), Common Room meetings, weekly meetings with Heads of Boarding, Cause for Concern meetings (where needed) and Safeguarding Team meetings with the responsibility of disseminating relevant information to the rest of the staff.</li> <li>l. Be responsible for the management of the Health Centre budget and accounts.</li> <li>m. Liaise with the Sports Department;</li> <li>n. Ensure that all policies and protocols are written to ensure compliance with the National Minimum Boarding Standards and ensure that these policies are enacted by all members of the Health Centre staff.</li> </ol> <p><b>Clinical</b></p> <p>To provide appropriate medical services, as outlined in the Job Description, to each pupil, all members of staff and any visitors and contractors while on site. This will include:</p>

- a. Organisation and running of surgery times where pupils attend for routine medication and simple nursing needs.
- b. Organisation of new boarding pupil medicals.
- c. Arranging for boarding children to attend any medical, dental or other health appointments as necessary.
- d. Assessment, implementation and evaluation of in-patient care of pupils admitted to the Health Centre.
- e. Managing pupils with chronic illness and implementing plans with regards to their long term care.
- f. Handling sports injuries.
- g. Provision of first aid and emergency care and treatment as necessary. This includes overseeing the maintenance and stock of all school first aid kits
- h. Provide '24/7' qualified provision for boarding pupils.
- i. Facilitate the expertise of the Health Centre staff so that they provide training, where relevant and appropriate, to College staff on topics such as anaphylaxis, for example.
- j.

#### **Preventive Health**

- a. Carry out health screening in the Prep School in conjunction with the rest of the nursing and medical team.
- b. Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- c. Operate procedures for infectious diseases control.
- d. Implement and follow procedures for the safe disposal of clinical waste.
- e. Be aware of recommended safe storage, usage and disposal of medical supplies and drugs and inform staff of latest changes and protocol.
- f. Demand high standards of hygiene and tidiness in the treatment room and ensure that other staff operate similarly high standards.

#### **Health education**

- a. Promote health education throughout the College population and support the PSHE programme.
- b. Actively support the College ethos in the promotion and fulfilment of the College Mission Statement.
- c. Keep up to date with current health promotion initiatives and ensure that all staff are aware of such initiatives.

#### **Pastoral**

- a. Liaise effectively with the school counsellor and support the administration of the counselling service.
- b. Provide a listening ear for any students who wish to speak confidentially about an issue.
- c. Provide appropriate support and advice to all members of staff.
- d. Act in accordance with the School's child protection policy and maintain close relationship with the School's designated child protection officers.
- e. Support the role of the school's pastoral team by liaising closely about issues affecting individuals and the whole community.

#### **Health and Safety**

- a. Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment. Attend the Health and Safety committee meetings where appropriate.
- b. Keep records of all accidents and liaise closely with the school's Health and Safety Officer about the correct recording of accidents and injuries in accordance with Government legislation and College policy.

	<p><b>Internal Liaison</b></p> <ol style="list-style-type: none"> <li>Work closely with other members of the medical staff to ensure seamless and continuous care; ensure that systems are in place for this to happen effectively.</li> <li>Keep in close contact with boarding and day staff, support and administrative staff as necessary.</li> <li>Meet regularly with the Assistant Head – Pastoral and liaise appropriately to ensure the highest possible standards of medical and pastoral care at the College.</li> <li>Meet regularly with the senior boarding staff to ensure the highest possible standards of medical and pastoral care at the College.</li> </ol> <p><b>External Liaison</b></p> <ol style="list-style-type: none"> <li>Maintain a close working relationship with the local surgery staff and local pharmacy.</li> <li>Deal as required with the social services.</li> <li>Maintain an open and confidential relationship with parents as required.</li> </ol> <p><b>Additional duties:</b></p> <ol style="list-style-type: none"> <li>The Nurse in the Health Centre will be required to attend relevant INSET days as directed by the Senior Deputy Head.</li> <li>Be aware of and adhere to normal medical confidentiality procedures.</li> </ol> <p>The above list is not exhaustive and the jobholder will be expected to be flexible to meet the medical needs of the school community.</p>
Line management duties and responsibilities:	<ul style="list-style-type: none"> <li></li> </ul>
Safeguarding Responsibilities:	<ul style="list-style-type: none"> <li>The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity.</li> <li>Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.</li> </ul>
	<p>St Edmund’s College and Prep  Old Hall Green, Ware,  Hertfordshire,  SG11 1DS  Telephone: 01920 824335  Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a></p>
<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	



## A Career at St Edmund's College

### Health Centre Manager - Maternity Cover

#### Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse / Paramedic.</li> </ul>		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive, relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school environment.</li> </ul>	Contents of the application form Interview Professional references
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>A valid PIN.</li> <li>Good standard of spoken and written English.</li> <li>A clear understanding of confidentiality issues and respect for the Catholic Ethos.</li> <li>The ability to keep accurate records.</li> </ul>		Contents of the application form Interview Professional references

<b>Personal competencies qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• A strong sense of responsibility.</li> <li>• Ability to prioritise tasks.</li> <li>• Ability to work on own initiative.</li> <li>• Professional, friendly and a willing disposition.</li> <li>• Reliable and trustworthy.</li> <li>• Smart and standard professional nursing appearance.</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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