



**RATCLIFFE**  
COLLEGE

Appointment of

**SCHOOL NURSE  
(TO INCLUDE THE SUMMER SCHOOL)**

**BEGIN HERE,  
GO ANYWHERE.**

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# HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,  
Headmaster.



# BEGIN HERE, GO ANYWHERE.





# OUR MISSION STATEMENT

**“Learning and Growing in the Light of the Gospel.”**

**With Christ at the centre of our learning we:**

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

**Our core Rosminian values:**

**1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.**

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

**2. Rosminian Education pursues the perfection of both human nature and the human person.**

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

**3. Intellectual integrity leads us to the Truth.**

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

## OUR VISION

To be a leading independent day and boarding school, which is financially secure.



**SCAN THE CODE**  
3-YEAR STRATEGY  
DEVELOPMENT PLAN  
2025-2028.

# ABOUT RATCLIFFE COLLEGE

**Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).**

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

## **The Senior Leadership Team comprises:**

- **Headmaster**  
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**  
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**  
Mr J Rainer, BA, MA
- **Director of Safeguarding**  
Mr J Masterton
- **Assistant Head Academic**  
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**  
Mr B Harrison, BA
- **Head of Preparatory School**  
Mrs S Boccaccini, MEd, MSc, MCCT
- **Deputy Head of Preparatory School**  
Mrs M Markham, BMus
- **Director of Finance and Operations**  
Mr C Bellamy, HND

## **Ratcliffe College Preparatory School**

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

## **Boarding Community**

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.



# Rosmini Sixth Form Centre



## ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A\*/A
- 71% grade B or above.
- Ten percent of students achieved A\*/A\*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

# THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE  
VIRTUAL CAMPUS  
TOUR.



**Free lunch and refreshments**



**Free parking on-site**



**TPS or Defined Contributions Pension Scheme**



**Professional Development opportunities**



**Staff Wellbeing**

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor



**Sport and Leisure**

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



# VACANCY

## SCHOOL NURSE

### (TO INCLUDE THE SUMMER SCHOOL)

We are looking to recruit a qualified nurse to join our Medical Department. The successful candidate will be responsible for promoting, providing and maintaining a high standard of care for the physical and emotional health and wellbeing for all students across the Nursery, Preparatory and Senior Schools. You will also be required to supporting staff and visitors as required.

#### Working hours:

The successful candidate will work:

- approximately 21 hours per week (Monday - Friday) term time, i.e. 34 weeks per annum on a rota basis.
- 4 INSET and student induction days per annum, 8.15am - 4.00pm with 1 hour unpaid break.
- Up to 10 Saturday mornings per year, usually 9.00am - 12.00pm.
- An on-call service overnight and weekends during term time (one-week blocks) to provide guidance, advice and attendance where required
- 4 weeks Summer School working 8.15am to 4.00pm (Monday - Friday)

A three-week rota is followed in term-time. Medical cover within the department is provided on weekdays during term time between the hours of 8.00am and 6.30pm Monday to Thursday & 8.00am - 6.15pm Friday

The College is currently reviewing the rota system to provide more consistency to the daily working patterns of the postholder. However, a certain amount of flexibility is required to ensure the smooth running of the department. There is a handover period of 30 minutes between Medical Department staff.

Salary: £19,219 actual (0.51 FTE)  
(£37,684 FTE)



# JOB DESCRIPTION

JOB TITLE: School Nurse (to include the Summer School)

ACCOUNTABLE TO: Deputy Head Pastoral

DAY TO DAY LINE MANAGER: Senior School Nurse

**JOB PURPOSE:** The School Nurse is responsible for promoting, providing and maintaining a high standard of care for the physical and emotional health and wellbeing for all students across the Nursery school, Preparatory School and the Senior School, as well as supporting staff and visitors if required.

School Nurses at Ratcliffe are seen by students as points of contact for emotional and physical health and wellbeing issues. Therefore, the School Nurse will be a key part of the Student Support Services team, collaborating with students, families, colleagues and external agencies.

Working under the supervision of the Senior School Nurse, you will manage and supervise the School Medical Department whilst on duty, and may be asked to manage a delegated caseload, lead health education intervention to individual, small groups, or through year group assemblies, alongside promoting physical, emotional and mental wellbeing, early intervention and prevention.

## MAIN RESPONSIBILITIES

- Providing a caring, friendly and professional nursing service for all stakeholders in the College.
- Management, supervision and day-to-day operation of the School Medical Centre when on duty, as directed by the Senior School Nurse and the Deputy Head Pastoral. This will include distributing prescription and non-prescription medication, stock control, maintenance of First Aid bags and boxes throughout the campus, helping to arrange the maintenance and checks of AEDs throughout the campus, and fulfilling all administrative requirements according to the College's practice and protocols and the requirements of the NMC Code of Practice and other guidelines.
- To take responsibility for the assessment of care needs and the development, implementation and evaluation of programmes of care without supervision. This will include supporting emotional health and wellbeing issues, and signposting students to appropriate internal and external sources of support.
- To liaise with families and staff in a timely, professional manner regarding the care of the students, updating families after their children have required medical attention and supporting students with chronic illnesses as required.
- Liaise at least morning and evening with the duty boarding staff, updating them about matters relating to boarders.

# JOB DESCRIPTION CONTINUED..

- To support the Senior School Nurse, School Doctor, Medical Department staff, and the wider Student Support Services team regarding concerns relating to student emotional or physical health and wellbeing. This will require the establishment of effective working relationships with the Senior Leadership Team, the Preparatory School Senior Management Team, the Nursery staff, pastoral staff, boarding staff, sports department staff and support staff.
- As required, to plan and provide School Nurse led and managed individual or small-group clinics to provide support, information or advice with students who may be suffering from addiction, such as to nicotine, or who are experiencing another health or wellbeing concern common to young people.
- To provide sporting and event first aid support when required, working on Saturday mornings on a rota basis.
- To support boarding students with attendance at medical appointments or emergency hospital or walk-in centre attendance.
- To support an emergency incident within the College grounds should this occur whilst on duty.
- Responding to medical matters out of hours on an on-call basis via the medical mobile telephone or own landline & where required attending to the incident in person
- To provide nursing advice and training to school staff and students as required, for example before a school trip or as part of professional development time.
- To guide any non-medically qualified pastoral staff, such as Boarding House Matrons, regarding health care matters. This will include supporting boarding students who are too unwell for school and who are confined to the boarding house.
- To support childhood immunisation programmes as directed by the Senior School Nurse and the Leicestershire Immunisation Health Team.
- To assist in the development of policies and procedures, particularly where the professional input of a registered nurse is valued.
- To participate enthusiastically in professional development as an individual, as a Medical Department, and through whole staff INSET, which you are required to attend. You will be required to maintain your professional certifications and accreditations.
- To act in accordance with the Nursing and Midwifery Council Code of Professional Conduct, as well as all Ratcliffe College policies and practices, particularly the Staff Code of Conduct and the Safeguarding and Child Protection Policy.
- To undertake any other duties that may be necessary from time to time as may be reasonable requested.
- Summer School Responsibilities:
- To fulfil all day-to-day responsibilities alongside being the lead nurse supporting the annual Ratcliffe College day and boarding Summer Schools.
- This post is subject to the terms and conditions of employment for support staff.

# PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse with current registration on the Nursing and Midwifery Council (NMC) register.</li> <li>Valid NMC PIN.</li> <li>Evidence of ongoing professional development and NMC revalidation.</li> <li>Full UK driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>Experience or qualification in School Nursing, Paediatric Nursing or Community Nursing.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working as a registered nurse.</li> <li>Experience assessing care needs and providing appropriate care.</li> <li>Experience supporting the physical and emotional wellbeing of young people.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school, boarding school or youth setting.</li> <li>Experience delivering health education or wellbeing support to young people.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Good clinical judgement and decision-making skills.</li> <li>Strong communication and interpersonal skills with students, parents and staff.</li> <li>Ability to work independently and as part of a team.</li> <li>Good organisational and record keeping skills.</li> <li>Competence using Microsoft Office and electronic record systems.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Caring, approachable and professional manner.</li> <li>Commitment to promoting the health and wellbeing of students.</li> <li>Ability to remain calm and professional in emergencies.</li> <li>Ability to maintain confidentiality and professional boundaries.</li> <li>Flexible and reliable.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>Understanding of safeguarding responsibilities when working with children and young people.</li> <li>Willingness to undertake safeguarding training and follow the College's safeguarding and child protection procedures.</li> </ul>	

# HOW TO APPLY

1

## COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

## INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



# RATCLIFFE TERMS

## **Child Protection**

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required 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.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

## **The appointment is subject to satisfactory:**

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





EST. 1847

# RATCLIFFE

COLLEGE

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