



**DOWNSEND**  
SCHOOL



Proud to be nominated in the  
**Independent Schools of  
the Year 2019 Awards**

Downsend School, 1 Leatherhead Road, Leatherhead, Surrey, KT22 8TJ, UK

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20 February 2020

Dear Applicant

### **School Nurse – Job Share**

Thank you for your interest in the above vacancy.

I am pleased to attach:

- An application form
- Application guidelines
- A Role Profile

Downsend is a co-educational day, providing education children aged 2 – 13 years. With three separate feeder schools, each with its own Head of School and dedicated staff, overseen by our Head of Pre-Preps, Downsend is a thriving and vibrant school which provides a refreshingly different education. The school day starts at 8.30am and finishes at 4.20pm. Our Extended Day provision ends at 5.45pm.



With effect from September 2020, we will welcome Year 9 pupils on site for the first time and, in May 2023, our current Year 8 pupils will be the first Downsend pupils to sit GCSE exams. This expansion comes with an £8.5m investment which will see the building of a Creative Arts Centre, containing a theatre, Practice Rooms and a Recording Studio, due for completion by January 2021.

We are looking to appoint a School Nurse 3 days a week (Monday, Tuesday, Wednesday), term time only to start as soon as possible. You will be on site for the First Aid and medical support needed for the pupils each day. The role profile gives an indication of the tasks and responsibilities involved in this job but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please contact Sue Wood, HR Administrator on 01372 385419 or [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk) who will be pleased to discuss it with you.

**COGNITA**

An inspiring world of education

The post involves major responsibility for the safeguarding of children. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check.

Please complete the application form and return to me with a covering letter explaining why you consider yourself suitable for this post. You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.



The closing date for applications is **Monday 9 March 2020**. Candidates will be contacted promptly if they have been selected for first round interviews, which will be held in the week beginning **16 March**. All applicants will be advised of the outcome of their application.

Please do contact me if you have any questions; I look forward to receiving your application.

Yours sincerely

Ian Thorpe  
**Headmaster**