

Job Description Nurse Administrator

Line Manager: Deputy Principal Pastoral

This job description should be read in conjunction with individual contracts. The job description will be reviewed annually during the staff member's appraisal and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed as an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

The member of staff may be required to carry out any other duty which is within the scope, spirit and purpose of the school, as requested by the Principal.

Overview:

The Medical Centre Team is part of a wider pastoral care of the students and staff at TISB and whose aim is to promote the physical health and emotional wellbeing of the community. This support, in conjunction with the wider pastoral team, is designed to meet a wide range of day to day needs, as any Medical Centre would in the wider world. From meeting the physical needs of some students and the administration of first aid, to guiding students who might need psychological support, the role is a varied but vital one in our whole school community.

Key duties and responsibilities

Medical Centre Administration & Operations

- Oversee the daily operations of the triage area to ensure it remains hygienic, well-organised and suitably equipped.
- Plan and coordinate daily nursing administrative functions.
- Ensure safe and effective nursing practices are followed at all times.
- Provide first aid support when required.
- Ensure medical readiness during school activities and emergencies.

Medical Records & Documentation

- Maintain accurate and up-to-date medical records, including student medical histories, treatment logs and medication records in the school system.
- Ensure student risk assessments are prepared, updated and accessible to relevant staff.
- Review and follow up on all submitted medical forms, to ensure information is complete, accurate and up to date.
- Prepare incident reports, audit documentation and compliance-related reports as required.
- Ensure adherence to school health policies and regulatory standards.

Inventory & Supply Management

- Oversee inventory management of medical supplies, equipment and medications.
- Conduct periodic checks of medical kits located across the school to ensure availability and readiness.
- Coordinate with procurement for timely replenishment of supplies.
- Ensure proper storage and accountability of medical stock.

Communication & Coordination

- Serve as the primary liaison between the Medical Centre, students, parents and school leadership.
- Communicate student health updates to relevant stakeholders while maintaining confidentiality.
- Collaborate with academic and pastoral teams to support student wellbeing.

Skills and Competencies

- Strong organisational and administrative skills.
- Excellent documentation and system management ability.
- High level of computer proficiency.
- Ability to prioritise and manage multiple responsibilities effectively.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and professional standards.

Meetings to attend

- Whole school staff meetings
- Boarding staff meetings
- Meeting with Deputy Principal (Pastoral)
- Medical Centre Staff meetings

Version History Table

S/No	Date	Version	Description of Change
1	Feb 2026	V1.0	Created
2			
3			
4			
5			