

Role Profile Head Nurse

Location: Masters Academy International

Employment Type: Full-Time

Reporting To: Director of Operations



What you'll be doing

Role purpose

Masters Academy International is seeking a compassionate, organized, and experienced Head Nurse to support the health and wellbeing of students in our boarding school community. The Head Nurse will provide comprehensive healthcare services, promote wellness, and ensure a safe living and learning environment for students residing on campus.

This role is especially important in a boarding school setting, where the nurse serves as a primary healthcare provider and health educator for students who live away from home. The role may require evening or occasional weekend availability to support boarding students.

Key responsibilities

Student Healthcare

- Provide first aid, basic medical care, and health assessments for students.
- Administer prescribed medications and maintain accurate medication records.
- Monitor and manage chronic conditions such as asthma, diabetes, and allergies.
- Respond to medical emergencies and coordinate emergency care when necessary.

Boarding Student Support

- Conduct routine health checks for boarding students.
- Support students experiencing illness or injury while residing on campus.
- Coordinate care with parents/guardians when medical issues arise.

Health Records & Compliance

- Maintain confidential and up-to-date student health records.
- Ensure compliance with Massachusetts school health regulations and immunization requirements.
- Document all health visits, treatments, and incidents accurately.

Health Education & Prevention

- Promote healthy lifestyles and hygiene among students.
- Provide health education on topics such as nutrition, mental health, sleep, and illness prevention.
- Support wellness initiatives within the boarding community.

Collaboration

- Work closely with dormitory staff, teachers, counselors, and administrators.
- Communicate with parents/guardians regarding student health concerns.
- Coordinate with local healthcare providers and emergency services when needed.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

| Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Skills</p> <ul style="list-style-type: none"> • Strong clinical assessment and decision-making skills. • Excellent communication and interpersonal skills. • Ability to respond calmly in emergency situations. • Strong organizational and record-keeping abilities. • Compassionate approach when working with adolescents from diverse backgrounds. | |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Registered Nurse (RN) license in the state of Massachusetts (or eligibility for licensure). • Bachelor's degree in Nursing or related field preferred. • CPR and First Aid certification. | |
| <p>Experience</p> <ul style="list-style-type: none"> • Previous experience in school nursing, pediatrics, or adolescent healthcare strongly preferred. | <p>Experience</p> <ul style="list-style-type: none"> • Experience working in a boarding school or residential setting is an advantage. |

Key Stakeholders you'll be working with

- **Internal:** Director of Residential Life, Residential House Parents and other Residential staff, Faculty staff, non-faculty staff, Students
- **External:** Parents/guardians of students, Local healthcare providers (clinics, hospitals), Emergency medical services.

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities. By signing this role profile, I confirm I am able to perform the essential functions, duties and responsibilities of my position without accommodation as set forth above.

To be signed and dated by employee:

Name (print): Date:

Signed:

COGNITA