



**Job Title:** School Nurse

**Job Status:** Full-Time (4 or 5 days)

**Reports to:** Head of School

**Start Date:** July 1, 2026

**Salary Range:** \$70,000 – \$90,000

### **About Brookwood School:**

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students on the coast of the North Shore of Boston. At Brookwood, confidence isn't taught — it's cultivated. Our program invites students to think deeply, act with empathy, and engage boldly with the world around them. It's a place where intellect and imagination thrive side by side, and where children discover the courage to question, the skill to create, and the character to lead. Our 110 faculty and staff bring that same spirit of confidence and care to their work every day. They collaborate joyfully, innovate thoughtfully, and go the extra mile to do what's best for kids — shaping a community where everyone is known, valued, and inspired to grow.

### **The Campus**

Brookwood is located 25 miles north of Boston on the coast in Manchester, MA on a beautiful 30-acre wooded campus. The physical plant includes a pond, wetland spaces, forest areas, and open green space. The 130,000 square foot facility sits under one roof with construction ranging from the original 1900 stable (now housing grades 5-8) to the 2014 state-of-the-art lower school, a dining commons, and kitchen. In addition to grade level classrooms, there are five outdoor classrooms, two music rooms, three art studios and a kiln room, four science labs and science gym, a newly renovated library with a 15,000 volume collection, an Idea Lab, a gymnasium and a multi-purpose theater/gymnasium space, a dance studio, two synthetic turf fields, and well-appointed outdoor play spaces. The surrounding area of Cape Ann is filled with beautiful natural and historical attractions such as beaches, parks, preserves, museums, and hiking trails that are used frequently by our students, employees, and families alike.

### **Job Summary**

The Brookwood School Nurse manages the health office, provides urgent care, manages chronic conditions and conducts screenings. The role also serves as a liaison between families, School, and health providers developing general, emergency and individualized care plans.

### **Essential Duties**

- Provide direct professional nursing services, first aid, illness and emergency care to students, faculty and staff during the school day, and for after-school home games
- Communicate with parents and/or guardians related to student care as needed
- Make appropriate referrals on health issues and consult school physicians when needed
- Serve as the primary educational resource for health-related questions/issues for students and employees
- Collaborate with mental health staff and division heads related to students with social or emotional difficulties
- Promote inclusion practices to create a safe, welcoming environment for students, families, and faculty (including issues of gender and sexual identity, nutrition and body image, cultural medical practices, etc.)
- Manage student dietary needs/food allergies needs in conjunction with dining services and division heads
- Help develop, lead and facilitate the school's wellness program
- Monitor compliance of school health programs with federal, state and local laws,

regulations and policies

- Communicate with the community about school health policies and ensure policy compliance including items connected with the annual registration process
- Monitor environment both within and outside the school buildings to ensure the safety and wellbeing of students, faculty, and staff
- Maintain accurate health records on each student; ensure that students comply with immunization laws; prepare and review Individual Health Care Plans for students with life-threatening allergies and/or chronic health conditions
- Work in collaboration with Manchester Department of Public Health to implement communicable disease control in the school
- Identify health and safety hazards in the school and communicate with administration and the maintenance staff
- Write incident reports and inform administration of serious injuries or illnesses
- Assist with the management of all school health materials and supplies to support physical education, athletics, field trips, classrooms and offices
- Participate in classroom education to promote health and wellness as needed, including the human growth and sexuality education of students
- Conduct yearly health screenings; provide training (e.g., CPR/AED, etc) for all employees and coaches
- Participate in the Independent School Nursing Group (ISNG) and utilize continuing education opportunities to enhance professional knowledge
- Participate on the School's Emergency Response Team
- Perform additional duties as assigned by the Head of School or designee

### **Qualifications & Professional Attributes**

Successful candidates will demonstrate exceptional judgment, integrity and confidentiality (including meeting FERPA/HIPAA standards) and a strong commitment to meeting the needs of each child and family. In addition, they will have excellent technical, communication and organizational skills including an ability to work in Google Suite; they will also have strong interpersonal skills, a warm and calming demeanor that handles crisis well; and a positive, respectful attitude toward all members of our community. Candidates must be able to work collaboratively with faculty and parents to enhance student wellness and achieve common goals.

- Bachelor's degree in nursing from an accredited nursing program; master's degree in nursing or related field preferred
- Valid license to practice as a Registered Nurse in the Commonwealth of Massachusetts; meet continuing education requirements as established by the state board of nursing
- Minimum of five years experience in nursing, school health or related field with a preference for pediatrics; minimum of two years experience in management, supervision, and/or administration

Additionally, we look for those with the following characteristics:

- A joyful spirit and authentic enthusiasm for working with students, bringing energy, humor, and warmth to the environment
- Reflective professional mindset, demonstrating curiosity, humility, and a commitment to continuous growth
- Collaborative orientation, contributing positively to a collegial and high-performing employee community
- Commitment to diversity, equity, inclusion, and belonging
- Sound professional judgment, including the ability to establish and maintain appropriate boundaries with students, parents and colleagues

### **To Apply**

Interested candidates should email a cover letter and résumé to Alli Moore, Executive Assistant to the Head of School, [amoore@brookwood.edu](mailto:amoore@brookwood.edu)

**Statement of Non-Discrimination:** *Brookwood School is an equal opportunity employer. The School is committed to a policy of non-discrimination and equal opportunity for all (employees and) qualified applicants without regard to age, race, color, sex, pregnancy or pregnancy-related*

*condition, gender identity, religion, national origin, ancestry, sexual orientation or preference, physical or mental disability, genetic information, military service, application for military service, veteran status, or any other status protected under applicable federal or state law. The School will make reasonable accommodations for qualified individuals with known disabilities or pregnancy-related conditions, in accordance with applicable law.*