

Job Description

Job Title:	Bank School Nurse
Purpose:	To be responsible, during duty hours, for the running of the Medical Centre; to be aware of and apply the Child Protection Regulations as appropriate to the post.
Responsible to:	Senior Nurse
Responsible for:	N/A

Main duties & responsibilities:

To assist the Senior Nurse and ensure the health, happiness and wellbeing of all boarding, day children and staff as and when required.

An essential part of the job is communication with parents, boarding staff, school office, teaching staff, tutors, kitchen staff etc over any matters relevant to them or their care of the children. Any matter of concern must in the first instance be reported to the member of staff who holds overall responsibility for the children in his/her care. Total involvement in the pastoral care of the children is paramount.

Specific duties include:

The post holder is required to assist the Senior Nurse with all matters relating to the welfare of the children, including the following:

- Routine and emergency treatment of all children and school personnel
- Administering medicines etc as prescribed by the School Doctor
- Administering medicine, vitamins etc to boarding children
- Caring for children in the medical centre
- Contacting house staff, parents and the school office as necessary
- Liaising with the Catering Department re any special meal requirements for pupils
- Accurately maintaining medical records as required (both written and on a computerised database)
- Providing and updating First Aid kits
- Administering First Aid
- Ensure aware of and apply the Child Protection Regulations
- Responsibility for children signed off from Games
- Attending training courses as required

Additional duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.
- Any affiliated duties to ensure that the department runs smoothly and any other duties considered relevant and necessary to the post.

Essential Qualification: Registered Nurse
First Aider Trained

Terms and Conditions:

Salary: £17.23 per hour

Hours of Work: The school may contact you about the possibility of working, however, you are under no obligation to agree to work and the school is under no obligation to offer work.

Holidays and Holiday Pay: You are entitled to 28 days' paid holiday pro rata. Holiday pay will be calculated on salary earned for the period 1 September to 30 June and will be paid with July's salary.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Other Benefits: Free meals during working hours when Dining Hall open
Life Assurance after two years' continuous service
Annual pay review

Application Process

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form.
Please ensure you fully complete the application process if you wish to be considered for this position.

The closing date for applications is noon on **10 February 2020**

Please note –this role may be removed from listings before the closing date if we are successful in finding an appointment.

For further information please contact Human Resources Department on email: hr@eastbourne-college.co.uk or tel: 01323 452239.

Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Jan 2020