

Job description

Job Title: Live in/Live out Night Nurse
(On Call) (Term time only) (Accommodation available if required)

Responsible to: Lead Nurse

Job summary: To be available at night on call (Tuesday to Saturday nights). You may be required to treat any pupil who attends the College's medical centre or refer to the local general hospital accident & emergency department as necessary. You will be responsible for the assessment and care of minor injuries, chronic illness and sports injuries.

To work up to 20 hours weekly in the medical centre during the day with rest of nursing team and medical officers. (Flexibility available regarding when hours worked)

Duties & responsibilities:

- To attend Medical Centre for duties as agreed with Lead Nurse.
- To be responsible, during duty hours, for the running of the Medical Centre.
- To assess and treat appropriately any pupil or staff member who attends the Med Centre.
- To refer to the Medical Officer or Casualty Department any pupil where necessary.
- To liaise with House Staff over care of pupils and advise those staff appropriately.
- To keep appropriate records and accurate documentation of all consultations, immunisation, details of treatments, etc.
- To communicate with parents when necessary.
- To liaise with and hand over efficiently to other Medical Centre Nursing staff.
- To perform such other duties as may be determined by the College Medical Officer or Lead Nurse.
- To arrange consultant and physiotherapy appointments as requested by the Medical Officer.
- To record appropriately all accidents referred to Medical Centre in accident report book.
- Attend Houses and other areas of College campus to assess and treat as appropriate those pupils who are unable to attend the Medical Centre for reasons of illness or accident, including sporting injuries.
- To promote healthy living amongst the College pupils by education, advice and discussion at every appropriate opportunity.

- To ensure confidentiality at all times, unless there is serious risk of harm to, or by, a pupil.
- Responsible for maintaining records and organising vaccination clinics as determined by the Department of Health.
- 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.
- Such other duties as may be determined by the College Medical Officer or Lead Nurse.

Person Specification:

- RGN qualified
- First Aider
- Clinical experience
- Experience of childcare is desirable

Terms and Conditions

Salary:

£32k (accommodation available if required)

Hours of Work:

On call 5 nights weekly (Tuesday to Saturday) 8pm to 8am plus 20 hours during day time. Term time only.

Flexibility with working hours during daytimes.

Holiday: 28 days holiday, to be taken during College holidays.

Pension Scheme:

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 must contribute 3% also. You may choose to opt out of the pension scheme.

Other Benefits:

- Free meals during normal working hours
- Free use of College facilities.

Application process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the '**Apply Now**' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information and/or if you would like to arrange an informal conversation about the role, please contact Human Resources Department on tel: 01323 452339

The closing date for applications is **14 July 2023**.

Safeguarding Statement and Equal Opportunities

Eastbourne College Incorporated is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.