

Job Description

Job Title: Med Centre Night Nurse (Sunday & Monday Nights)

Responsible to: Lead Nurse

Job Summary To provide on call Med Centre cover Sunday & Monday nights 8pm to 8am

Duties and Responsibilities:

Main Duties

1. To attend Medical Centre for duties as agreed with Sister-in-Charge.
2. To be responsible, during duty hours to be on-call.
3. To be available to St Andrew's boarding staff to provide telephone advice.
4. For the running of the College Medical Centre at night if called out.
5. To assess and treat appropriately any pupil or staff member who attends the Medical Centre.
6. To refer to the Medical Officer or Casualty Department any pupil where necessary.
7. To liaise with House Staff over care of pupils and advise those staff appropriately.
8. To keep appropriate records and accurate documentation of all consultations, immunisation, details of treatments, etc.
9. To communicate with parents when necessary.
10. To liaise with and hand over efficiently to other Medical Centre Nursing staff.
11. To perform such other duties as may be determined by the College Medical Officer or Senior Sister.
12. 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.
13. 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

14. Perform other such duties within the scope of this position, as may be determined by the line manager from time to time.

Working pattern

On call 8pm to 8am Sunday & Monday nights.

Salary: Pay is £92.57 Sundays & £71.64 Mondays call out allowance and £29.39 per hour Sunday 8pm to midnight & £18.37 at all other times if called

Pension: After three months' service you may be automatically enrolled into the Eastbourne College Incorporated 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 Charity 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.

Holiday: You will be entitled to 28 days annual leave to be taken during the College/school holidays. Pay for this is included in your salary.

Other benefits include:

- Life Assurance
- Annual pay review
- Free tickets to College productions

Safeguarding Statement

Eastbourne College Incorporated 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.

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.

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 please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452300.
- The closing date for applications is on **2 June 2023**