



Job Description

1. **Job Title:** Medical Centre Nurse
2. **Responsible to:** Senior Sister
3. **Job Summary:** To work with rest of nursing team and medical officers to ensure that pupils at Eastbourne College are medically cared for as appropriate in a school setting, using nursing and management skills, and an awareness of the Child Protection regulations.
4. **Duties and Responsibilities:**
 - To attend Medical Centre for duties as agreed with Senior Sister
 - To assess and treat appropriately any pupil or staff member who attends the Medical Centre, observing the RCN Professional Code of Conduct at all times
 - To refer to the Medical Officer or A&E department at Eastbourne DGH any pupil as necessary
 - To liaise with House Staff over care of pupils and to advise those staff appropriately
 - To keep appropriate records of all consultations, immunizations, details of treatments etc
 - To communicate with parents when necessary.
 - To arrange consultant and physiotherapy appointments as requested by the Medical Officer
 - To liaise with other Medical Centre Staff at hand-over times and at other times as necessary
 - 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 Senior Sister

5. Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- One-to-one settings require extra vigilance for staff to protect their own reputation through strict adherence to the staff code of conduct and common sense precautions to ensure the child is and feels safe. The individual working relationship can create a setting where pupils make disclosures and staff have a responsibility to be very familiar with the procedure of passing on concerns to the DSL.
- 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 they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

6. Person Specification:

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

7. Terms and Conditions

Salary: £18.37 per hour basic rate plus enhancements for late or weekend duties and on-call allowance.

Hours of Work: Part-time (12 to 20 hours per week) between 8.00am -10.00pm Monday to Saturday, during term time only. Additional hours on-call overnight and at weekends also available. Actual working times to fit with existing staff shift patterns but some negotiation possible.
Flexibility to vary the pattern of working hours if required on a temporary or permanent basis would be desirable.

Holiday:	5.6 weeks 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 into 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:	Life Assurance Employee Assistance Program Lunch during normal working hours plus tea, coffee, fruit and biscuits Free use of Charity facilities including pool and gym Free tickets to College productions Easy public transport connections and free parking Stunning location.

Safeguarding Statement and Equal Opportunities

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 an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job, which will ultimately improve the wellbeing and education of the pupils.

Application Process

To apply, please follow the link below to complete the required application form:

www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the '**Apply Now**' button.

A letter of application and an up-to-date CV may be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01 323 452239.

Applications should be received by no later than **25 September 2022**.

We reserve the right to withdraw this vacancy if we are successful in finding an appointment before the closing date.

Updated: Sept 2022