

St Andrew's Prep

EASTBOURNE

JOB DESCRIPTION

Job Title: Senior Nurse (and Colstocks Matron)

Main purpose of Post:

- To ensure that pupils at St Andrew's Prep are both medically and pastorally cared for as appropriate in a school setting, using nursing and management skills and close liaison with School Doctor(s) and other staff
- To be responsible for the boarders' health and wellbeing, communicating regularly with the Housemaster and other House staff about the pupils

Responsible to: Deputy Head Pastoral and the Housemaster

Responsible for: Assistant School Matrons
Junior Matron
Gappies (when assisting the medical department or working in Colstocks)
Domestic Assistant

Qualification: 1st level Registered Nurse
First Aider trained

Main duties and responsibilities

- To manage the Medical Centre
- Provide health care for day children and staff as and when required.
- Ensure medical records are up to date and accurate
- Alongside the Housemaster, be responsible for the health, happiness and wellbeing of all the boarders
- Communicate effectively with the School Doctor(s)
- Communicate effectively with all staff
- Be a recognised face and reassuring point of contact for parents
- Be responsible for pupil registration and follow-up on absences
- Be one of the two Deputy Designated Safeguarding Leads (DDSL) and be part of the Welfare Management Team (WMT) which meets weekly, led by the Deputy Head Pastoral

Specific Duties

The post holder is responsible for all matters relating to the welfare of the children, including the following:

a. Medical

- Routine and emergency treatment of all 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
- Arranging visits to the hospital, dentist, optician etc
- Accompanying children on the above visits as required
- Accurately maintaining medical records as required (both written and on a computerised database)
- Providing and updating First Aid kits
- Ensuring all First Aid training is up-to-date
- First Aid instructor and assessor

b. Boarding

- Boarders' health and wellbeing including nit checks and personal hygiene – liaise with the Housemaster as necessary
- Promote the school's values within the boarding context
- Overseeing work of domestic assistant and Junior matron – ensuring that laundry duties are undertaken
- End of term duties and start of term preparations
- To promote a high standard of appearance amongst the boarders.
- Supervision of washrooms during morning and evening
- Assist Head of Boarding and House Tutors with early morning wake up and evening duties
- Attendance at breakfast and dinner with the boarders when appropriate and to promote good table manners
- Be available for advice to staff if need be, particularly weekend duty staff who may not be so sure of procedure
- To be aware of, and abide, by the implications of the National Minimum Standards for Boarding Schools and other regulations that might affect the boarding house and its provision of welfare and pastoral care for boarding children.
- To assist in fire evacuation practices as required by the Fire Officer and ensure boarders are aware of the correct fire drill.
- Promote and follow the school's child protection and safeguarding policies.
- Support the school's disciplinary policy and refer any matters to the House tutor and Housemaster.

c. Other

- DDSL – reporting into the DSL
- Compile daily register of absent pupils and notify relevant staff members
- Attendance during children's lunchtime
- Liaise with sports staff regarding children signed off from Games
- Attending training courses and conferences
- Attending weekly meetings with the Deputy Head Pastoral and WMT
- Attending weekly staff and pastoral meetings
- Purchasing and accounting for chemist goods and general supplies
- Planning Matrons' working hours and rotas (where applicable)
- Assisting with the recruitment of Matrons as required
- Preparing and monitoring the departmental budget

- Contributing to the Health & Safety policy
- Attending Health & Safety meetings as a member of the H&S Committee

Affiliated duties to ensure that the department runs smoothly and any other duties considered relevant and necessary to the post.

Terms & Conditions

Salary: Based on NHS pay scales.

Hours of work: 36 hours per week split up as follows:

- 0730-1200 Mon, Weds, Thurs, Fri
- 1430-1600 Weds
- 1800-2100 Mon, Thurs, Fri
- 1930-2100 Weds
- 0830-1230 Sat
- 1900-2100 Sun
- Plus:
 - On o/night call duty for 4 nights (with the Gappie matron / Housemaster being responsible for the other three nights).
 - Saturday afternoons if matches.
 - Be available for advice to staff if need be, particularly weekend duty staff who may not be so sure of procedure
 - Term-time only

Accommodation: Accommodation is provided within the boarding house to enable you to fulfil the job role successfully. Available all year round. Single person's Council tax and all utilities are paid for by the School (except private telephone calls and personal contents insurance).

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 can choose whether to contribute also. You may choose to opt out of the pension scheme.

Holiday: You shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the School holidays. In addition, you will not normally be required to work during normal School holidays except for one week after the end of term and one week before term starts.

Other Benefits: Free meals during working hours when Dining Hall open
 Free use of School facilities
 Life Assurance after two years' continuous service
 Long service award
 Annual pay review

Safeguarding Statement:

St Andrews 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.

Application Process:

Candidates should complete all sections of the application form and return it along with a brief covering letter, and a CV, to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to hr@eastbourne-college.co.uk

Closing date: 6 February 2019
(interviews will be 11 February 2019)

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452239.

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