

Job Description- Lead Nurse

1. **Job Title:** Lead Nurse
2. **Responsible to:** Eastbourne College Deputy Head (Pastoral) (& St Andrew's Head of Pastoral Care and Boarding)
3. **Responsible for:** Nursing teams at both schools (including the Senior Sister at St Andrew's) and administrative support
4. **Main purpose of post:** To oversee the provision of medical centres at Eastbourne College and St Andrew's Prep. To work together with school medical officers to ensure that pupils at both schools are medically cared for as appropriate in a school setting, using nursing and management skills, working within the parameters set by safeguarding and child protection policies and regulations.
5. **Duties and Responsibilities:**
 - a) **Nursing**
 - Making decisions based on nursing skills and experience, referring to medical officers where appropriate
 - To ensure medical support and cover throughout term time and as required at the end of term and before the start of term
 - Conducting triage assessments of pupils
 - Ensuring the Doctor is assisted at surgeries
 - Providing clinical, holistic, autonomous nursing care to pupils as necessary, both as outpatients and when overnight care is needed.
 - Providing a first contact on call service as required
 - Attending boarding houses and other areas of both schools to assess and treat pupils who are unable to attend the medical centres for reasons of illness or accident, including sports injuries
 - Referral of pupils to the GP service or A & E as necessary and appropriate
 - Provision of confidential consultations with pupils
 - Responsible for the creation and action of individual care plans
 - Monitoring the wider charity community events to ensure appropriate medical cover in place as necessary throughout the academic year.
 - b) **Health programmes**
 - Responsible for the management and administering of immunisation for pupils as recommended by the Department of Health
 - Management and implementation of annual Flu Vaccines programme for pupils and staff.
 - Management of Vaccine programme for pupils travelling abroad.
 - c) **Health Promotion**
 - Organisation of certain PSHE talks across the Charity e.g., smoking cessation and sexual health
 - Running Healthy living/relevant topic sessions for pupils.

d) Compliance

- Development, implementation and regular updating of all necessary medical centre policies, procedures, and protocols to ensure regulatory compliance to outside agencies (e.g., NMS, NICE, RFU) and adherence to best practice
- Ensure that standards of nursing are upheld within the medical centre, according to the NMC professional code of conduct
- Awareness and implementation of the relevant NMS (boarding standards) inline with ISI inspection.
- Maintaining medical centre quality assurance policies and protocols and liaising with other staff as appropriate
- Inspection of medication storage in Houses termly, advising as necessary
- Inspecting medical records in boarding and day houses to and ensure they are kept appropriately and securely
- Conducting annual checks of First Aid boxes and provide replacement stock as needed.

e) Training

- Annual medication training of all non-medical (including all resident) staff who are likely to administer medication to pupils.

f) Health & Safety

- Recording appropriately all accidents referred to the medical centres and if necessary, reporting accident trends to the staff member responsible i.e., Health & Safety Officer.

g) Nursing supplies

- Ensuring sufficient stocks of drugs, lotions, dressings, and appliances are maintained and stored securely.

h) Staff Management

- Managing St Andrew's Senior Sister and the nursing team (including admin support) at Eastbourne College including induction, staff training, appraisals, and rotas
- Identifying training revalidation and professional development needs of medical centre and Nursing staff (including Safeguarding / Child Protection awareness) and arranging courses and study days to ensure they remain appropriately qualified
- Responsibility to always ensure cover in the event of staff sickness.
- Conduct staff appraisals

i) Budgetary responsibility

- Overseeing medical centre budgets

j) Liaison/Key contacts

- Liaising closely with medical officers, the Heads, Second Master, Deputy Heads, Designated Safeguarding Leads and Health & Safety Officer as well as outside agencies (e.g., Public Health England) to manage significant outbreaks of illness / epidemics
- Liaison with consultants and other professionals regarding appointments and care of pupils
- Liaison with appropriate school staff when planning medical programmes
- Liaison with boarding house staff re: care of pupils
- Liaising with parents as necessary.

k) Meetings

- Meet monthly with Deputy Head (pastoral)
- Regular meetings with St Andrew's Senior Sister
- Meeting with Matrons at least termly to discuss aspects and issues of care of pupils
- Facilitating meetings as appropriate with school staff and parents

- Attending termly safeguarding, matrons, health and safety and welfare meetings. Attend other meetings as needed at both schools to advise and liaise as requested i.e., counselling, new pupils' registration.

l) Administration/record keeping

- Maintenance of confidential medical records and files, ensuring iSAMS is always updated and input of medically at risk pupils
- Production and updating of 'Medically at Risk' pupil lists and distribute appropriately
- Facilitating an electronically available 'off games' list daily.

m) Safeguarding

- 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.

Any other duties considered relevant and necessary to the post.

6. Key skills and qualities:

- Registered General Nurse – on NMC register
- Up to date with Safeguarding protocols
- IT literate
- Desirable experience working in a school setting but not essential
- First aid qualification
- Be prepared to be flexible with working hours

7. Terms and conditions:

Salary: Circa £42,000

Hours of Work: 37.5 hours weekly, 8am and 4.30pm, Monday to Friday, during term time (34 weeks) plus 5 weeks in the holidays. Holidays to be taken in school holidays. Holiday pay included in the 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 into 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

Other benefits include:

- 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.

8. Application process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> 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.

The closing date for applications is **Friday 4 April 2025**

For further information please contact Human Resources Department on hr@eatbourne-college.co.uk or phone 01323 452288.

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

9. Safeguarding and Equal Opportunity Statements

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) 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.