



INTERNATIONAL COLLEGE

Nurse Matron

Job Description

REPORTING TO: The Joint Principals of the International College

PURPOSE OF THE JOB:

In conjunction with the Joint Principals, be responsible for the organisation and staffing for the pastoral and medical care of the students within the International College (IC) on a 24 hour basis, 7 days a week in term time.

KEY RESPONSIBILITIES:

This is a residential post; the Nurse Matron is required to live within the accommodation unit provided within the College during term time.

Student welfare is the priority of all in the College. The Nurse Matron plays a vital role in assisting the Joint Principals. To perform this role effectively the Nurse Matron must form and maintain positive relationships with the students and staff, liaising and reporting appropriately.

In addition, the Nurse Matron must ensure good relationships with the KSC Health Centre and the KSC Senior Nurse, with whom there should be meetings as required. S/he must ensure that appropriate emergency provisions for health and medical services are available to any members of, or visitors to, the College community while on site.

At all times s/he must work within the Department of Health guidelines and those protocols previously established for the prescribing/dispensing of medication.

S/he will also be responsible for relevant College policies, in conjunction with the Joint Principals, and thereby King's School, protocol.

An Assistant Matron will be available, but the IC Nurse Matron must co-ordinate and organise the rota so that a 24 hour service is available, managing the team appropriately. It should be added that in exceptional circumstances, to cover for emergencies and absence, s/he must be prepared to work any shift over 7 days.

The following is a list of main duties. It is not comprehensive; there will always be others as reasonably required by the Joint Principals for the smooth running of the IC and welfare of the students. **Appendix 1** also provides more details of specific nursing duties.

Matron

- accompanying students on visits to doctors, dentists, consultants and hospitals
- encouraging good manners and courtesy among the students, a positive attitude and respect for the individual and College and personal property
- reporting and recording any students who are off games or absent from lessons
- in conjunction with the International College Administrator (ICA), the maintenance of good standards of hygiene and a fresh and attractive appearance to the IC and housekeeping management by liaising and meeting regularly with the ICA and, as necessary with Domestic Services Manager and Estates Bursar
- to participate in any College meetings as required by the Joint Principals
- to be available for a reasonable period of time (to be agreed) before the start and after the end of term for the supervision of the clearance of the IC and acquisition/disposal/distribution of furniture and fittings for the coming term/year
- overseeing the control and supervision of deliveries of food and drink to the IC (though not to the main kitchen)
- the supervision of laundry arrangements together with overseeing the care and repair of clothing
- to work in conjunction with the KSC Senior Matron and to attend KSC meetings as necessary
- to renew First Aid Certificate as necessary
- to attend regular and exceptional IC events, such as assemblies or Graduation Day, as required by the Joint Principals

Nurse

- 24 hour availability for consultation (drop-in e.g. self-referred student attendance plus those referred by staff), advice to be given via telephone and e-mail
- organisation of clinics as previously agreed (e.g. asthma, sexual health, travel etc.)
- organisation of doctor's surgeries (5 days a week), including advising students to attend and referring to the GP as appropriate
- arranging for students to attend any medical, dental or other health appointments as necessary
- assessing, implementing and evaluation of in-patient care of students admitted to the Sanatorium
- recognition of the need for referral e.g. to GP, for X-ray, to specialist nurse etc
- provision of first aid and emergency care and treatment as necessary. Have responsibility for the IC's First Aid policy and monitor and manage First Aid training in conjunction with HR
- provision of confidential 'counselling' and health advice service as appropriate
- review of chronic conditions e.g. asthma, skin conditions, etc. and assessment/treatment of wounds, injuries etc
- bearing in mind accountability, to use whatever particular additional skills/qualifications when appropriate

QUALIFICATIONS and TRAINING:

Ideally, the Nurse Matron will already hold the BSA Roehampton Professional Certificate in Boarding, or s/he will agree to undertake this in the first years of their employment at the IC. The Nurse Matron is encouraged to undertake any training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance by the Joint Principals) will be borne by the IC.

CHILD PROTECTION:

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 IC'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 IC's s/he must report any concerns to the Designated Safeguarding Lead or to the Joint Principals (if different).

APPLICATION PROCEDURE:

Applications should be submitted online through the King's website (www.kings-school.co.uk – Staff Vacancies), and should include a letter or a personal statement for the International Director and a CV, by 12 noon on Friday 23rd February 2018. If you have any difficulties accessing the internet please contact the HR Department: 01227 595733.

February 2018 for September 2018

Nurse Matron

Appendix One - Specific areas of nursing responsibility

- 1. Preventative Health**
- 2. Health Education**
- 3. Administrative**
- 4. Safeguarding, Student Welfare and Pastoral Care**

1. Preventative Health

- Follow good practice and specific directives on immunisation procedures relevant to the IC's population and individuals.
- Arrange for the annual flu vaccination to be provided to those who are 'at risk'.
- Operate procedures for infection diseases control.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness

2. Health Education

- Promote health education throughout the IC population.
- Provide annual asthma and anaphylaxis training to IC Assistant Matron.
- Be available to assist when asked in the delivery of PHSE.
- Keep up to date with current health promotion initiatives.
- Reinforce knowledge of First Aid as necessary and educate pupils as appropriate re. First Aid.
- Whenever appropriate educate re. sexual health issues.

3. Administrative

- Maintain and monitor medical records accurately, confidentially, and safely.
- Ensure that nursing records are kept to a high standard allowing for the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols.
- Maintenance of general office procedures.

- Set up and organise IC medical examinations and other surveillance audits, as directed by the Joint Principals and the School Doctor.
- Update and manage the chronic illness list.
- Update and manage the Asthma lists.
- Update and manage the anaphylaxis lists and notices.
- Control and maintenance of appropriate budget, ensuring spending kept within predicted amount.
- Attend required Study Days (e.g. Immunisation and Resuscitation) to fulfil statutory NMC requirements.
- Ensuring Assistant Mastron and if necessary, Relief Matrons are in place and fully briefed on all matters.

4. Safeguarding, Student Welfare and Pastoral Care

The Nurse Matron, as due course

- must ensure that he/she is fully aware of policies and practices with regard to safeguarding and student welfare.
- must ensure that he/she adheres to the published systems of rewards and punishments.
- must be a role model to students.

February 2018 for September 2018