

Cardiff Sixth Form College / College Nurse Job Description

Cardiff Sixth Form College is seeking to appoint an experienced School Nurse.

Working in a team of two, the college nurses have responsibility for the health and welfare of all pupils, with particular emphasis on the vibrant boarding community.

This post is integral to the College and the Medical Team are expected to pro-actively manage effective health promotion within the College community by communicating with pupils, pastoral and academic staff.

The College is fully co-educational for students aged 16 -20, with approximately 350 students comprising of both day pupils and boarders.

While academic achievement lies at the heart of what we do, we never forget the importance of fostering mutual respect and decency amongst our pupils. We believe that all our children have something to offer, and we are driven by a desire to find areas where each of them can excel.

The Job Description

Responsible to the Head of Pastoral

In order to meet the high standards expected of a College Nurse, the Head of Pastoral is seeking to employ a person with the following qualities, experience, skills and abilities:

Essential Criteria:

* Registered Nurse (RGN) with valid NMC PIN
* Excellent communication and interpersonal skills
* Clear empathy and understanding of boys’ and girls’ development and needs
* A flexible approach to working hours
* Full current UK driving licence and use of a car

Desirable Criteria:

* Clinical track record with ideally 6 months spent in A&E or as a Practice Nurse
* Experience in paediatrics or working with children or a Specialist Practitioner School Nurse qualification.
* Experience of injury care and treatment
* First Aid at Work/First Aid Instructor Certificate
* Experienced in an educational/institutional environment

Duties:

The duties of the School Nurse include (but are not limited to):-

* Co-ordinating the daily operations of the Medical Centre
* Attending/assisting during daily GP surgeries
* Attending to pupils who take ill during the School day and updating attendance statistics
* Registering all new boarders with the local surgery upon enrolment
* Collating medical information for new arrivals, to ensure that those with high risk medical conditions are met with to discuss treatment options
* Ensuring all new boarders have medicals at the earliest opportunity (within their first half term at the latest)
* Co-ordinating the supervision and care of boarders who ‘bed down’
* Communicating with parents and house parents as necessary
* Comprehensive note taking/report writing in relation to incidents/accidents to be reported to the Head of Pastoral
* Giving travel vaccination advice to staff and students for overseas college trips
* Attending college events such as the annual Sports’ Day
* To maintain patient confidentiality at all times applying latest NMC guidance.
* Liaising with appropriate counsellors.
* Maintaining communication with relevant external agencies as required; GP, Health Visitors, CAMHS, etc.
* Availability to provide out of hours ‘over the phone’ advice if needed
* Ensuring the security and delivery of controlled medicines
* Maintaining stocks of ‘over the counter’ and prescribed medicines if required
* Supervision of medicines within the boarding house locations
* Ensuring relevant training is provided to welfare staff in respect of the giving and storing of medicines
* Preparing and reviewing medical centre policies, ensuring compliance with regulatory requirements
* Maintaining first aid equipment throughout the estate
* Co-ordinating the transportation of pupils to outpatient appointments
* Ensuring that all School ‘First Aider’ staff are competent and have undertaken training and that qualifications are valid
* Attendance at and reporting to the Health and Safety Committee when required.
* To maintain statistics to ensure that provision given is successful and that the service provided is improved annually
* From time-to-time the successful appointee may be required to facilitate learners within the college Healthcare Society, along with aiding the college careers department in conducting mock medical interviews for learners

The Appointment

The salary will be based on qualifications and experience within a range of £24,000 - £26,000

Cardiff Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applications

If you feel that you can meet these requirements, please complete an application form and return to Cardiff Sixth Form College.

All applicants are asked to date carefully their educational institutions and places of employment. In addition, they are asked to give the names of referees, their job title and relationship to the applicant.

Written references will be requested on all short-listed applicants. The successful applicant will be asked to prove qualifications and satisfy the Colleges’ requirements for a DBS Enhanced Disclosure.

**Terms & Conditions**1 Remuneration: £24,000-£26,000 pa

2 Pension: Inclusion in the Cardiff Sixth Form Pension Plan

3 Working Hours: Monday – Friday, 07:30 – 16.30

Occasional work as necessary to support school events

4 Holiday entitlement: 30 days (as per academic calendar)

5 Notice period: 1 month

6 Probationary period: 6 months, reviewable at discretion of CSFC