

**Nurse /
Medical
Lead**



ROCHESTER
INDEPENDENT COLLEGE

Nurse / Medical Lead

ABOUT RIC

Founded in 1984, Rochester Independent College in Kent is a day and boarding school offering a distinctive alternative to both traditional independent education and the highly selective grammar schools. RIC aims to give students an enjoyable and successful experience of schools in an international, creative and inclusive environment with small classes and high-quality teaching and pastoral care.

Classes are small. On average there are 8 students in each group with a maximum of 12. As well as a full secondary education from year 7 to sixth form, the College specialises in intensive one year A level and GCSE courses. We also have a good track record of excellent results on retake A level and GCSE courses for students aiming at competitive university courses including Medicine, Law, Veterinary Science and Dentistry.

OVERVIEW OF THE JOB

Rochester Independent College is undergoing an exciting period of growth and opening a brand new boarding residence in September 2024. We are seeking an inspirational health care leader to develop the healthcare provision and build a team with the purpose of removing health related barriers to learning, prevention of illness, signposting and education. This is a student focused role which allows the postholder to develop strong relationships and have a significant impact on holistic development. The medical team also has a healthcare assistant who will support the development of this team. This academic year we have also built upon our provision for mental health and you will be working alongside the counselling team.

SALARY

£24,000 - £38,550 depending on qualifications and experience

HOURS

Monday to Friday 8.00am - 4.00pm (with a 30 minute unpaid lunch break).

As with all staff in a more senior role there is the expectation that there will be a degree of flexibility and that you will be prepared to work outside your normal hours during busy times to get jobs completed and to support the smooth running of the college.

HOLIDAY ENTITLEMENT

Nine weeks to be taken in the following pattern - three weeks during the Christmas shutdown, one week at Easter (to be taken in the second week of the college's Easter holiday), five weeks holiday starting from the first Monday of the summer holiday and returning in the week of A-level results in August. Please note that the college holiday year runs from 1st September to 31st August.

QUALIFICATION REQUIREMENTS

NMC / HCPC registered medical healthcare professional

RESPONSIBLE TO

Director of Safeguarding and Pastoral

KEY RESPONSIBILITIES

- To provide confidential health advice to individual students
- To meet students who arrive in the Medical room, triage them and arrange for appropriate follow up care. This could include booking additional medical appointments, signposting, referring, administering medication or arranging effective monitoring throughout the day
- To visit students in their room if they are unable to attend the Medical Room in line with college policies
- To liaise with the Boarding Team regarding any students signed out of college to ensure continuous care throughout the day
- To advise, manage and isolate students appropriately who may have an infectious disease in line with the most current guidance
- To manage the medical bays within the college site
- Keeping account of stock and reordering as required within a budget
- Safe storage, administration and discarding of medication including controlled drugs
- To communicate with other members of staff regarding the welfare of students, but recognising the importance of confidentiality and reporting appropriately to the DSL in line with College policy
- To liaise with all stakeholders involved in a student's care within the college and their home life
- To assist in promoting a students holistic wellbeing
- To maintain professional communication with outside agencies
- To effectively record any incident or concern relating to the health of students,
- To monitor and risk assess all medications within the college environment ensuring that appropriate prescription / medical documentation is in place
- To report students with contagious diseases to the local public health authorities for the purpose of minimising infection and complying with legal requirements
- To respond to medical emergency situations with staff and students
- To co-ordinate first aid training across staff body
- To attend and contribute to College wider professional training including around infectious diseases
- To attend and contribute to welfare meetings as required
- To be an advisory part of the PHSE programme and develop the education health programme, including an understanding of current practices and trends relating to school health
- To produce individual health plans and risk assessments for young people as required
- To provide training for staff to support students with healthcare needs such as asthma, diabetes or epilepsy
- This job specification is subject to annual review by the Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder

The post holder will also:

- Work in line with college policies including but not limited to Safeguarding and Child Protection, Health and Safety, Risk Management and Equality and Diversity
- Adhere to the Staff Handbook and Code of Conduct

- Be required to carry out reasonable additional duties to be determined by the College Principal
- Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to the role
- To be courteous to stakeholders and to provide a welcoming environment for all visitors to the College

You will maintain standards of ethics and behaviour in and out of college. In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the rights of others
- Maintain high standards of attendance and punctuality
- Help to create and maintain a safe working environment for everyone
- Understand and act within the relevant college, national and statutory frameworks

PERSONAL SPECIFICATION

- Ability to work with a range of stakeholders including students, staff, parents and other professionals
- Ability to work independently and as part of a team
- Excellent written and verbal communication skills
- Ability to prioritise workload and work under pressure
- An open, friendly and approachable nature
- A good sense of humour!

ADDITIONAL BENEFITS

- 35 days annual leave
- free breakfasts and lunches on workdays during term time
- free access to 24/7 Employee Assistance Programme
- auto enrolment into the SMART pension scheme
- once a year nominate a RIC day to use as you wish
- college community social events and including theatre trips, quiz nights and parties
- private healthcare
- income protection after 24 months' service
- access to company Cycle to Work scheme

FURTHER INFORMATION

Safer Recruitment:

Rochester Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Section 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Being You @ RIC:

Our students come from a diverse range of backgrounds and cultures and so do we. We want our staff to find a home at RIC and aim to give them the freedom to be themselves at work. We want our community to be an inclusive one where there are meaningful levels of representation across all parts of the College. A commitment to inclusivity is at the heart of RIC's Project 2025 development planning. All qualified applicants will receive consideration for employment at RIC.

Other Information:

In order to facilitate your application the following information is included alongside this Job Description:

- Staff Application Form

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

The college reserves the right to interview and appoint a suitable candidate before the closing date of the advertised post.

Application Process:

Applications must be made using the Rochester Independent College application form, which is available with this job description.

Completed applications must be sent to Caroline Dutton, HR & Compliance Director;
caroline.dutton@rochester-college.org.uk or by post to:

Caroline Dutton
Director of HR and Compliance
Rochester Independent College
37 Star Hill
Rochester
Kent
ME1 1XF