

Job Description: College Nurse	
Place of work	MPW London
Hours of work	Monday to Friday 8:00 - 4.00, with flexibility to accommodate occasional evening work in lieu. Term time only plus 10 days in holidays by arrangement with line manager.
Salary	Competitive
Benefits	Life assurance, income protection, annual season ticket loans, matching employee-employer contribution pension scheme.
Holiday entitlement	All college holidays (not including 10 plus days)
Responsible to	Vice Principal (Boarding) / Vice Principal (Pastoral)
Main duties and responsibilities:	<p>Provision for all students:</p> <ul style="list-style-type: none"> • Provision of a triage function and treatment to all students, including preventative care and education of students in medical matters, and decision making on when it is appropriate for a student to go home or return to boarding when unwell • Provision of general workshops on mental health, smoking cessation, substance abuse, sexual health and other areas as appropriate, in accordance with PSHE curriculum and in response to specific situations • Organising and coordinating clinical services for the college • Working with college Counsellors, liaise on appropriate treatment and approaches for students with regard to mental health concerns • To deliver care in line with NSF and NICE guidelines, and working within the NMS code of conduct • To serve on the college's Safeguarding Team Committee • To make arrangements for drugs testing as appropriate with an external provider • To oversee and deliver immunisation and vaccination programmes as appropriate • Provision of advice on prescribed and over-the-counter medication, side effects and interactions. This includes storage, controlled drugs, administration, monitoring, handling, recording, training of staff and all other areas of medication management in school and on trips in accordance with UK Laws. • To support and manage students with long term health conditions • To educate the young person to manage their own medical condition, to educate and support staff who may need to care for the young person in the absence of the school nurse. • To create individualised care plans for any young persons with medical conditions where support is required in college <p>Provision for Boarding students:</p> <ul style="list-style-type: none"> • Undertaking medical checks twice annually for all boarders, and follow up on any concerns identified, ensuring the most appropriate service is involved in the care and support of the young person

- Ensuring compliance with National Minimum Standards for Boarding
- To support the boarding team with home checks of educational guardians to BSA certified or AEGIS accredited, as appropriate

Administrative and Compliance duties:

- To contribute to the drafting of college medical policies, ensuring compliance
- Undertaking NHS registrations (within 7 days of international boarder arrivals)
- Liaison with local medical, dental, optometric and mental health services
- Maintaining accurate records in line with statutory guidance
- Oversight of stocking medical cabinets and first aid kits
- Provision of first aid training to staff, supporting staff with training and supervision as appropriate
- To undertake assessments in Gillick competency and oversee permissions for self-administration of controlled medicines
- Provision of training on the dispensation of medicines
- Making arrangements for the collection of pathological specimens, eg. Swabs, blood samples, urine or stool samples etc.

You may also be required to undertake such other comparable duties as MPW requires from time to time.

Person Specification: College Nurse			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Registered nursing qualification including registration with Nursing and Midwifery Council, with evidence on ongoing revalidation 	<ul style="list-style-type: none"> Counselling, coaching or associated mental health support qualifications 	Application form
Experience:	<ul style="list-style-type: none"> Clinical experience in education or emergency care Evidence of experience in implementing change to provide high quality health and wellbeing outcomes Experience in an educational environment 3 years post qualification with some managerial experience 	<ul style="list-style-type: none"> An understanding of boarding schools and the context of international independent school environments Experience as a Designated Safeguarding Lead or Deputy 	Application form and interview
Skills:	<ul style="list-style-type: none"> Ability to understand roles, values, procedure and standards Ability to relate and work closely with international students, understanding cultural differences and diversity of opinions, particularly regarding medical and mental health care Ability to maintain and monitor high standards of care, keeping detailed and accurate records as appropriate A proven track record in reflective practice with emphasis on the benefits of this on personal and departmental development Development of health plans for students with chronic illnesses or disabilities Early intervention experience Good IT skills Excellent problem-solving skills The ability to take initiative Personable and professional communication skills Excellent listening skills 	<ul style="list-style-type: none"> Particular expertise in supporting international students and students with suicidal ideation Experience in training others 	Application form Interview Desktop Exercise
Knowledge:	<ul style="list-style-type: none"> Working knowledge of common medical and mental health issues with international students Knowledge and understanding of issues related to quality and diversity, including supporting LGBT+ students Committed to professional development Excellent understanding of the NMC code of conduct, information sharing, consent, Gillick competence and how this should be carried out in the school setting 	<ul style="list-style-type: none"> Expertise on drugs education and sexual health 	Application Interview form

Personal competencies and qualities:	<ul style="list-style-type: none">• Excellent communicator• Personable and approachable• Well organised• Strong administration skills• Flexible approach to job role in order to serve the needs of students• Empathetic and compassionate		Interview form
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