

KING'S COLLEGE, TAUNTON

JOB DESCRIPTION

Job Title: Health Centre Nurse

Hours: Monday 9.30am – Tuesday 10.30am + alternate Saturdays 9.30am – Sunday 10.30am

Responsible to: The Lead Nurse in charge of the Health Centre

King's College is a co-educational school for 13-18 year olds. The school has 470 boarding and day pupils and is part of King's Schools, Taunton, along with our prep school King's Hall. Set in a beautiful 80-acre site, close to the county town of Taunton, King's has a strong community ethos, and is a happy and welcoming place to work.

The School employs a team of Nurses to provide twenty-four hour nursing care for all pupils. All boarding pupils are required to register with St James' Medical Centre; these pupils become NHS patients of that practice. The School doctors, who practice at this surgery, are extremely supportive of the school Health Centre.

Responsibilities

The post holder will be responsible for the overall management of the School Health Centre whilst on duty, providing medical and first aid services to the school community and visitors.

Duties

- Maintain patient confidentiality
- Organise doctors' surgeries
- Organise and run nurse lead surgeries
- Ensure that pupils in need of care are safe
- Assess and treat unwell and/or injured pupils/staff/visitor in accordance with good medical practice
- Care for any pupil admitted to the Health Centre in accordance with the School Doctor's instruction and good medical practice
- Refer to secondary services as appropriate
- Maintain accurate medical records, confidentially and securely
- Assist with the administration of immunisation programmes within the school
- Liaise with House Parents/parents/guardians and outside agencies as necessary
- Support with the pastoral care of pupils
- Liaise with the Health Centre Assistant on administrative matters
- Organise physiotherapy appointments
- Organise counselling appointments
- Order medications, dressings, etc., to maintain necessary supplies
- Complete accident forms as appropriate
- Supervise cleaning standards in the Health Centre.
- Operate procedures for Infectious Disease control
- Comply with Health and Safety standards

The list above is not exhaustive, the Nurse will need to be flexible and take on additional tasks as may be necessary from time to time to meet the needs of the School.

IN ADDITION, THE HEALTH CENTRE NURSE WILL REQUIRE:

Flexibility:

- Able to perform as a team member or in isolation
- Developing sound working relations with colleagues, pupils, parents and staff
- Supporting colleagues and covering absences
- Happy to adapt to the changing needs of the department in accordance with the responsibility/competency level of the post.

Understanding:

- Ability to relate to young people
- An understanding of young people
- The importance of good mental health and supporting young people with mental health difficulties.

Confidence:

- In decision making
- The use of IT and medical equipment

Communication:

- Communicates clearly and well with a range of people keeping in mind any cultural differences, by listening and responding professionally.

Personal Responsibility:

- Be accountable for own professional practice
- Showing good judgement in a range of situations
- Be a reflective practitioner
- Be responsible for own CPD and keeping up to date with Revalidation.

Essential Person Specification

- NMC Registered Nurse (Adult or Children)

King's College is a Woodard School. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The above post is subject to an enhanced DBS check.