

# Job overview

**Job Title:** College Nurse (Maternity Cover)

**Institution:** David Game College

**Department:** Medical, Wellbeing, and Pastoral Care

**Reports to:** Lead College Nurse

**Additional Reporting Line:** Head of Boarding and Safeguarding Committee

**Location:** London, United Kingdom

**Start Date:** September 2025

**Work Location:** On-site, within the boarding house and College campus

**Application Deadline:** 30<sup>th</sup> June 2025

## About David Game College

David Game College is a prestigious independent sixth form and private school located in the heart of London. We are dedicated to academic excellence and holistic student development, and we pride ourselves on fostering a collaborative, innovative, and supportive environment for both students and staff.

## Purpose of Job

The role of the College Nurse is to support the medical needs of students and staff at David Game College throughout term time. The Nurse is expected to provide and maintain a fully equipped medical unit and first aid stations within the College and boarding house and to monitor health & safety in the College.

## Duties and Responsibilities

### 1. Nursing

- Treat minor ailments & injuries of staff and students
- Keep and administer medications appropriately
- Maintain full and up-to-date medical records on all students
- Liaise with parents, College management and local facilities if expert treatment is required
- Communicating to relevant staff 'High Risk' medical problems of specific students
- Liaise with parents regarding their children's health situation in English as the initial medium
- Inform relevant Teachers, Co-Principal, Head of Boarding or the College Counsellor if any student exhibits psychosociological problems or confides in the nurse
- Maintain a fully stocked medical room in both the Boarding House and College side

- Notify and advise College management on any significant health issues inside the College or in the wider community
- To ensure all the allergy response boxes are checked and documented monthly as per allergy policy and restocking as required.
- Notify UK Health Security agency of any outbreaks of infectious diseases as per Government guidelines
- The nurse will be responsible for assessing each students medical needs, as well as ordering, collecting and stock checking both prescribed and non-prescribed medications. Accurate records must be maintained to ensure safe and effective medication management.
- Provide appropriate training to house parents in medication management, with competency assessments carried out by the nurses and documented prior to them being signed off as competent.
- On call weekends and overnight for emergency phone calls on a rota basis.
- Assessing students for Gillick Competency.
- Ensuring the good health and welfare of all students through hygiene needs, smoking/alcohol cessation, breathing/anxiety techniques, health promotion, illness, injury and treatment amongst a wide variety of topics
- Ensuring all students are registered with a UK Doctor.
- Assisting students in making Drs appointments, dental appointments and health matters
- Maintain our close working relationships with the local pharmacy and GP practice
- High level of competence with wound care
- Advise on College health policies
- Maintain all relevant medical records
- Collect medication and prepare relevant information for staff prior to day/residential trips
- Provide relevant medical related advice to parents when requested
- Liaise with, Lead Nurse, Head of Boarding and House Parents/Assistants on all medical issues pertaining to Boarding House students
- Follow all policies of the College and relevance guidance particular to boarding

## **2. Health and Safety**

- Advise the College's management on all relevant Health and relevant Safety issues
- Perform anaphylaxis, asthma and defibrillator training for the staff and, where necessary, students.

## **3. Student Support**

- To work in collaboration with the Lead Nurse, Head of Boarding and to be a key part of the College Safeguarding Team
- To develop whole College Nursing and Medical care services
- To share appropriate student information and strategies with staff to support students' medical needs
- To update and maintain both allergy registers and asthma registers online

- To undertake Safeguarding training and report safeguarding concerns in line with the Colleges Child Protection and Safeguarding procedures

#### **4. Other**

- Assist the Head of Operations and other department staff with reasonable non-nursing or health & safety related requests

#### **Communication and record keeping**

- To ensure effective information sharing and handover with the Health Centre team
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Promoting vaccination programmes and acting as a point of contact for students and families regarding vaccination information and organising delivery
- Liaise with the relevant member of staff on issues which arise through the care of boarders in the Health Centre.
- Attend weekly staff briefing and other relevant staff meetings as directed.
- Completion of accident reports as required, passing them to the Co-Principal and Head of Boarding
- Updating medical records on the College database and liaising with parents as necessary if further information is needed.
- Liaising with local public health teams regarding immunisations and any other medical matters which the College needs to act upon.
- Liaising with the local GP on medical matters and in order to keep protocols up to date.

#### **Pastoral Support**

- To be a listening ear and one of the firsts “ports of call” on the pastoral team. Knowing when to pass on concerns to the appropriate person.
- To be involved in the health education of the students and, at times, help deliver PSHE or form time to discuss medical or emotional issues with boarders and day students.

#### **Skills and Training**

- To ensure nursing validation and relevant qualifications and training are up to date
- To ensure that your duties fulfil the relevant aspects of the National Minimum Standards (NMS) for Boarding
- To be willing to complete Level 3 Safeguarding training and any other training relevant to the College setting
- The ability to prioritise and manage situations under pressure
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.

#### **Requirements**

*David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

- 2 year post registered experience
- Good command of spoken and written English
- Excellent communication skills – ability to clearly communicate with people at all levels especially pupils of all ages and all nationalities
- A caring and reassuring ‘bedside manner’ when treating students
- Ability to remain calm whilst under pressure
- Ability to take control of an emergency situation, to work quickly and direct others
- Ability to develop and maintain positive working relationships with other team members, staff, students and the wider community
- Ability to work under time pressures whilst continuing to prioritise and perform effectively
- Certified in First Aid, CPR and AED
- Confident in the use of email, internet and Microsoft Suite software
- Excellent organisational abilities
- High standards of dress and professional behaviour
- Flexibility, enthusiasm and commitment in a work environment

### **Employment Details**

**Salary (to be pro rata if part-time):** £35,000.00 - £50,000.00 based on qualifications and experience.

**Superannuation Scheme:** Royal London Workplace Pension Scheme

**Number of hours to be worked per week:** Flexible hours around travel needs.

**Contract type:** Full time, term-time only, maternity cover (Fixed-term contract)

**Probation:** 3 - 6 Months

**Annual Leave Entitlement:** Term Time Only, Holiday Pay

### **Benefits:**

- *Complimentary meals during term time*
- *Free access to the College gym*

### **Equal Opportunity Statement**

David Game College is an equal opportunity employer committed to diversity and inclusion. We welcome applications from all qualified individuals regardless of race, gender, disability, religion, or any other protected characteristic.