

College Nurse Job Description



ROCHESTER
INDEPENDENT COLLEGE

Overview of the Job:

The job of the College Nurse is to manage a health programme for the assessment, evaluation, maintenance and improvement of the health of students. The nurse will assist in removing or modifying health related barriers to learning in individual students and will help to promote the prevention of illness and disability as well as early detection and correction of health problems.

Responsible to: Director of Safeguarding and Pastoral

Hours: Monday to Friday 8.00am - 4.00pm (with a 30 minute unpaid lunch break). Please note that a flexible approach to hours is required.

Qualification Requirements:

Professional nursing qualification requirement - The post holder should hold a current nursing registration on Part 1 of the NMC register.

Main Responsibilities:

- To provide confidential health advice to individual students
- To assess students who arrive in the Medical room and arrange a doctor's appointment or, if appropriate, administer medication if required or send them to their lessons if they are believed to be well enough. If a student is judged by key members of staff to be too ill to come into the Medical room, they will report this to the College Nurse who may need to visit the student in his/her room and make an assessment
- To advise on the manage and isolate students appropriately who may have an infectious disease
- To manage the Medical bays at 23 Star Hill including making the beds, keeping the room hygienic and comfortable & ensuring there is adequate supervision of students
- 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 contact, in consultation with the Head of Welfare & Boarding, the Principal/Head of School, Personal Tutors,, parents or guardians to secure information relating to a student's health and to comply with legal requirements
- To assist in promoting health focusing on:
 - Exercise and healthy eating
 - Dealing with stress
 - Mental health and wellbeing, including depression and bullying
 - Drug and alcohol abuse and smoking

- To maintain communication with the doctors' surgery and other agencies in order to promote and maintain students' health and welfare
- To communicate on the college in-house Orah system, of any matters related to the health and welfare of a student
- To monitor all students' medication as prescribed or brought from home and to carry out any necessary Risk Assessments. Parents may be contacted by the Nurse to confirm the correct dosage and storage instructions
- To monitor the safe storage of all medicines, to comply with statutory requirements and the College Policy
- 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
- To co-ordinate first aid training across staff body and including training in homely remedies and medicine management for boarding staff
- To attend and contribute to College wide professional training
- To attend welfare and other meetings as required Preparation and maintaining student health records storing them safely
- 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 arrange meetings/case conferences with other members of staff to discuss concerns about students
- To help arrange meetings/events/activities to promote PSHE
- To produce individual health plans for young people with disabilities or long term conditions
- To provide training for staff to support young people with healthcare needs such as asthma, diabetes or epilepsy
- To provide advice for staff on the management and control of infectious diseases.
- This job specification is subject to annual review by the Principal/Head of School. Any changes in substance or interpretation will be implemented after consultation with the post holder

The post holder will also:

- Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity
- Be required to carry out such reasonable additional duties as may from time to time 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

As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process.

- Comply with any reasonable request from the Principal to undertake work not specified in this job description
- To be courteous to colleagues and parents 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.

Additional Benefits:

- free breakfasts and lunches on workdays during term time
- free access to Health Assured 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

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.

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