



Nurse Manager

36.25 hours per week – term time only plus 2 weeks during the school holidays

Epsom College is an independent co-educational day and boarding school with approximately 1,025 pupils from the age of 11 – 18. The College was founded in 1853 and retains strong links with its parent charity, The Royal Medical Foundation.

It is set in an attractive campus of some 80 acres and is located approximately one mile south of Epsom Town and is a busy community with many fine facilities. The Medical Centre, which provides 24-hour medical care during term time, comprises a consulting room, treatment room, on duty night duty flat and in-patient facility. The healthcare provision is supported by GPs from a local surgery, as well as onsite counselling and physiotherapy services.

Following an increase in pupil numbers over recent years, the College is looking to appoint a Nurse Manager to supervise and lead the nursing team in the Medical Centre, providing a clinically effective, high quality service to the pupils of Epsom College. The Nurse Manager will use research-based practice to plan, deliver and evaluate school nursing interventions throughout the school.

The post holder is expected to work in partnership with pupils, parents, College personnel, GPs and other appropriate agencies to carry out health surveillance, health promotion and other public health initiatives required by the School.

Overseeing a team of 7 nurses and a healthcare assistant who work day or night shifts throughout the week, including weekends, the Nurse Manager would provide both first line care for pupils as well as managing the operation of the department. The nursing team provide an essential and important part of the welfare support within the College to both pupils and staff. Apart from obvious in-patient care and emergency treatment, the nurses have a pastoral role to play, and work effectively with both pupils and staff, particularly Boarding Housemasters, Housemistresses and Matrons.

The Nurse Manager will take responsibility for the clinical governance and quality assurance in the Medical Centre, ensuring that a high standard of patient care is maintained. They will adopt a proactive and hands-on management approach and an ability to deal with multiple priorities effectively, and be a strong communicator who is able to liaise regularly and effectively with other medical and non-medical members of the College community.

Experience in A&E, Practice Nursing or Paediatric Child Care would be advantageous to complement a genuine interest in working with young people. A friendly and approachable personality and excellent communication skills are essential, along with the ability to work independently.

The Medical Centre has an IT link to the local surgery and, increasingly, use is made of both this and the College's Intranet.

The nursing staff are all expected to, either, already hold a valid First Aid Certificate (HSE recognised), or, to take an appropriate course within three months of taking up the post.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Responsible on a day-to-day basis to the Bursar, working closely with the Headmaster, Second Master and School Medical Officer.

Key Responsibilities and Accountabilities:

- To represent the Medical Centre providing effective management, clinical leadership, staff and service development;
- To manage and attend regular meetings representing the Medical Centre providing and maintaining good relationships with the College;
- To ensure the welfare and pastoral needs of the pupils are met, in conjunction with other College staff and linking in with outside agencies providing medical care.

Key Tasks:

Professional

- 1.1 To adhere to the NMC Code of Professional Conduct for Nurses and be conversant with the Scope of Professional Practice and other NMC advisory papers;
- 1.2 To exercise awareness of professional responsibilities by organising their own work to include time to become familiar with current relevant literature and taking opportunity for personal and professional development, appraisal and revalidation;
- 1.3 To use evidence-based practice to develop and maintain a high quality of nursing care to the pupils;
- 1.4 To act as a role model and motivate team members in working towards innovative high standards of practice;
- 1.5 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

Managerial

- 2.1 To be responsible for the smooth and efficient running of the Medical Centre, ensuring efficient systems and processes are in place;
- 2.2 To liaise effectively with the College Medical Officer, Assistant Head: Pupil Welfare, College Counsellor and College Physiotherapist and any other relevant members of staff;
- 2.3 To be responsible for the recruitment, selection, induction, mentoring and development of the nursing and auxiliary staff recruited to work in the Medical Centre, and to arrange staff rotas, organise emergency cover if necessary, and advise the Bursar of any staff absences or difficulties;
- 2.4 To be responsible for Health and Safety in the Medical Centre;
- 2.5 To maintain the philosophy of care within the Medical Centre which is in line with the overall philosophy of Epsom College;
- 2.6 To be responsible for the Medical Centre's annual budget; maintain simple financial records of expenditure; order and maintain required medical stocks and equipment;
- 2.7 Develop a model of Clinical Governance and Clinical Supervision within the nursing team.

- 2.8 To assist with and adhere to the instruction of the College Development Plan

Clinical

- 3.1 To provide a high standard of service to pupils at Epsom College within professional competence and NMC guidelines;
- 3.2 To be responsible for the standards of nursing care of all patients;
- 3.3 Ensure each House has a satisfactory process of communication between the Medical Centre nurses and the Housemasters/mistresses and Matrons;
- 3.4 Ensure there are appropriate systems organised within the College year to monitor and plan the care of all the pupil's health care needs. This includes carrying out health assessment, immunisation and health promotion programmes.
- 3.5 Ensure care plans are developed and written for appropriate pupils in liaison with the GPs, Housemasters/mistresses, Matrons and the pupils;
- 3.6 Ensure the immunisation programme is organised appropriately for all pupils within the national immunisation programme for school children;
- 3.7 Ensure there are appropriate processes in place to undertake immunisation for overseas travel/residence, as recommended by the Department of Health, for pupils registered with the School Medical Officer.
- 3.8 Provide confidential advice and/or support to all pupils and staff as necessary.

Other Responsibilities

- 4.1 Ensure there is appropriate liaison with parents, ancillary and other staff as necessary, to provide holistic care for pupils boarding at Epsom College, with the pupil's knowledge and consent;
- 4.2 Be a source of advice on health matters to all College staff as required;
- 4.3 Plan and develop a communication strategy for the Medical Centre and ensure it is effective;
- 4.4 To assist the Assistant Head: Pupil Welfare by giving medical and lifestyle advice to pupils as required;
- 4.5 Ensure a comprehensive process of record keeping is maintained, complying with the NCSC requirements on drug administration;
- 4.6 To agree to any additional duties reasonably requested by the Bursar, Headmaster or Second Master and within the scope of the post.

Essential Skills/Qualifications/Experience and Personal Attributes

- A nursing qualification (RGN or RSCN);
- Experience of managing a nursing team;
- Display excellent communication skills with an ability to produce clear, concise and timely oral and written communications and liaise in a professional, friendly manner;
- Show an ability to analyse, problem solve and make sound judgement and decisions;
- Demonstrate strong administrative and organisational skills with a high degree of attention to detail;

- Display excellent inter-personal skills and the ability and desire to build strong positive relationships with pupils and parents, with a proven track record of working collaboratively with other members of a team;
- A proven ability to identify and complete work independently, demonstrating initiative, responsibility, flexibility and adaptability in meeting changing needs and priorities and an ability to prioritise and organise own workload and to meet deadlines;
- Demonstrate evidence of diplomacy, discretion, professionalism and an ability to keep one's counsel as required;
- Demonstrate efficiency and a sense of humour, with a proven ability to remain calm and professional at all times;
- Show resilience and an ability to cope with the pressures of working within a busy school medical centre;
- Willingness further to develop and undertake professional training and development.

Desirable Skills/Experience/Knowledge

- Experience of working as a School Nurse, paediatric child care or community nursing;
- Experience of A&E nursing;
- Knowledge and understanding of sports injuries;
- Knowledge/experience of counselling;
- Knowledge of health promotion, particularly in young people;
- An understanding and knowledge of child protection within a school/young person's environment;
- HSE recognised First Aid at Work qualification.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

Salary	FTE circa £43,000 per annum, pro rata for part time working.
Hours	Working 5 days per week across the 7 day rota, including evenings and weekends based on the Medical Centre roster. It is expected that the Nurse Manager would have two allocated shifts, with the remainder of their hours being spread across 3 further days. There will be a requirement to cover ad hoc shifts from time to time in the event of departmental absence or operational need.
Holidays	The holiday entitlement is 28 days paid holiday per annum inclusive of bank holiday entitlement pro rata for part time working. Holiday must be taken outside the College term dates and therefore the accrued proportion of holiday entitlement will be deemed to have been taken each school holiday. Holiday payment entitlement is calculated and included in annual salary.
Pension	Subject to government criteria based on hours of working and salary there is an automatic enrolment into the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. If eligible, the Employee will be required to contribute a minimum of 5% of basic Salary and the College will contribute 4% in compliance with current legislation. The employee may opt out of the scheme if they wish.

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary subject to scheme rules.

Breakfast/Lunch/Supper (depending on shift) **and refreshments** offered free of charge

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times and heavily discounted for family members.

Cycle to Work: Following a qualifying period, the College offers a cycle to work loan scheme

Parking: Free car parking for staff is available on campus.

Computer Loan: Following a qualifying period, the College offers a computer loan scheme.

Offer of Post: The post will be offered subject to receipt of satisfactory written references, pre placement medical assessment, night working medical assessment, vaccination requirements, relevant qualifications for the post, an up to date RCN Pin number, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, and an overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk.

To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

If you wish to discuss the role or the working arrangements further please contact the Bursar for an informal chat sarah.teasdale@epsomcollege.org.uk.

Closing date **15th January 2021**