

COLLEGE NURSE

Introduction

Concord College is England's premier international boarding college providing GCSE and A Level courses. Set in 73 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. The College is regularly rated in the top 20 schools in the UK. We also run our own residential summer course programme during the months of July and August. Students are cared for by dedicated staff in a safe and beautiful environment.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

Our team of six nurses and five healthcare assistants operate from a suite of modern medical rooms located in the Main College building.

Main Purpose of the Role

The College Nurses report to the Senior College Nurse and liaise with the College doctor in order for the College to promote health and wellbeing and provide the highest possible standard of medical and pastoral care for students. The Vice-Principal (Pastoral) has overall responsibility for the nursing team.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

Essential Requirements:

- recognised nursing qualification and current Nursing & Midwifery Council registration;
- clear enhanced (with barred list information) DBS certificate;
- current First Aid at Work certificate (or willingness to gain);
- full, clean driving license.

Main Duties/Tasks include:

- staffing open surgeries on a rota basis – mornings/evenings;
- staffing weekend surgeries on a rota basis;
- attending to students who are sick in their boarding houses;
- arranging and delivering meals to sick students in their boarding houses;
- administering medication, as necessary;
- liaising with the SIMS Officer regarding sick students' absence from lessons;
- undertaking new student medicals and vaccination clinics;
- taking the lead in a chosen area of specialty;
- maintaining medical database and written records;
- accident/incident reporting, ensuring the relevant forms are completed and passed to the Health and Safety Officer;
- arranging and coordinating checks/appointments for students at the local surgery, hospital and dentists, including organising the transport of students;
- contributing to delivery of health education, including PHSE lessons, when required;
- playing a high profile role at sporting events on campus;
- checking first aid kits throughout the campus;
- assisting with the purchasing/stock control of medical supplies;
- providing cover during absence of other nursing team members;

- maintaining professional competence by attending training courses, as required;
- complying with policies and procedures, including those relating to safeguarding and child protection, health and safety, welfare, smoking in the workplace, security, confidentiality and data protection, and reporting any concerns.

Skills/Experience:

- experience of treating illnesses and sporting injuries;
- experience in dealing with mental health issues;
- excellent interpersonal skills;
- proven ability to relate to and care for young people;
- proven organisational and administrative skills;
- computer literate.

Previous experience of boarding school nursing or children's nursing is desirable.

Personal Attributes:

- team player
- confident
- empathetic
- calm
- flexible

Working Hours

Working hours will be in accordance with the published rota which will include days and weekends.

Working hours during either July or August will be dependent on the summer course rota.

Attendance is required in all weeks when there are students on campus and pre and post official College holidays to ensure department readiness/completion of administrative responsibilities.

Holiday Entitlement

Paid annual holiday entitlement is 7 working weeks (including public holidays), which must be taken during normal College holidays. Some public holidays are classed as normal working days.

JBK/BMB-D/RCP/PT/Feb 21