



Job Description

1. **Job Title:** Medical Centre Nurse
2. **Responsible to:** Senior Sister
3. **Job Summary:** To work with rest of nursing team and medical officers
4. **Duties and Responsibilities:**
 - To attend Medical Centre for duties as agreed with Senior Sister
 - To assess and treat appropriately any pupil or staff member who attends the Medical Centre, observing the RCN Professional Code of Conduct at all times
 - To refer to the Medical Officer or A&E department at Eastbourne DGH any pupil as necessary
 - To liaise with House Staff over care of pupils and to advise those staff appropriately
 - To keep appropriate records of all consultations, immunizations, details of treatments etc
 - To communicate with parents when necessary.
 - To arrange consultant and physiotherapy appointments as requested by the Medical Officer
 - To liaise with other Medical Centre Staff at hand-over times and at other times as necessary
 - To record appropriately all accidents referred to Medical Centre in accident report book
 - Attend Houses and other areas of College campus to assess and treat as appropriate those pupils who are unable to attend the Medical Centre for reasons of illness or accident, including sporting injuries
 - To promote healthy living amongst the College pupils by education, advice and discussion at every appropriate opportunity
 - To ensure confidentiality at all times, unless there is serious risk of harm to, or by, a pupil
 - Responsible for maintaining records and organising vaccination clinics as determined by the Department of Health
 - The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times

- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Such other duties as may be determined by the College Medical Officer or Senior Sister

5. Person Specification:

- RGN qualified
- First Aider
- Clinical experience
- Experience of childcare is desirable

6. Terms and Conditions

- Salary:** Based on NHS pay scale Band 6
- Hours of Work:** Tuesday 1.30pm-8.30pm, Wednesday 8.00am-3.00pm, Saturday alternate 1.30pm-8.30pm / 8.00am-2.00pm, Sunday 1-in-3 on call, term time only. Flexibility to work additional hours when required would be advantageous.
- Holiday:** 28 days holiday (pro-rata), to be taken during College holidays.
- Pension Scheme:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you must contribute 3% also. You may choose to opt out of the pension scheme.
- Life Assurance:** After 2 year's employment.
- Other Benefits:** Free meals during normal working hours
Free use of College facilities.

Safeguarding Statement and Equal Opportunities

Eastbourne College Charity is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Application Process

- Candidates should apply to Eastbourne College Incorporated, HR Department for an application pack by email to hr@eastbourne-college.co.uk or phone 01323 452239;
- Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex, BN21 4JY as soon as possible. They may also attach a full copy of their Curriculum Vitae;
- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.