

## Job Description

<b>Job Title:</b>	School Nurse
<b>Purpose:</b>	To be responsible, during duty hours, for the running of the Medical Centre; to be aware of and apply the Child Protection Regulations as appropriate to the post.
<b>Responsible to:</b>	Senior Nurse
<b>Responsible for:</b>	N/A

### Main duties & responsibilities:

To assist the Senior Nurse and ensure the health, happiness and wellbeing of all boarding, day children and staff as and when required.

An essential part of the job is communication with parents, boarding staff, school office, teaching staff, tutors, kitchen staff etc over any matters relevant to them or their care of the children. Any matter of concern must in the first instance be reported to the member of staff who holds overall responsibility for the children in his/her care. Total involvement in the pastoral care of the children is paramount.

### Specific Duties include:

The post holder is required to assist the Senior Nurse with all matters relating to the welfare of the children, including the following:

- Routine and emergency treatment of all children and school personnel
- Administering medicines etc as prescribed by the School Doctor
- Administering medicine, vitamins etc to boarding children
- Caring for children in the medical centre
- Contacting house staff, parents and the school office as necessary
- Liaising with the Catering Department re any special meal requirements for pupils
- Accurately maintaining medical records as required (both written and on a computerised database)
- Providing and updating First Aid kits
- Administering First Aid
- Ensure aware of and apply the Child Protection Regulations
- Responsibility for children signed off from Games
- Attending training courses as required
- Any affiliated duties to ensure that the department runs smoothly and any other duties considered relevant and necessary to the post.

**Essential Qualification:** Registered Nurse  
First Aider Trained

## Terms and Conditions:

**Salary:** £16.98 per hour

**Hours of Work:** Part-time, term time only – to be defined.  
Please clearly indicate your preferred working days and hours when applying. Flexibility is essential to ensure adequate provision of medical cover during normal School hours.

**Pension:** 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 will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** 28 days pro rata paid annual leave to be taken during School holidays. Pay for this is included in the salary which is paid in twelve equal installments across the year.

**Other Benefits:** Free meals during working hours when Dining Hall open  
Free use of School facilities  
Life Assurance after two years' continuous service  
Annual pay review

## Application Process

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. Electronic applications should be sent to [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) Please indicate your preferred working days and hours when applying.

**Closing date: 20 March 2019**

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

## Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.