

**JOB DESCRIPTION – COLLEGE SUMMER NURSE**

Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk/) which

provides information about St Clare’s and the courses we offer.

|  |  |
| --- | --- |
| **JOB SPECIFICATION** | |
| Title of Post | College Summer Nurse |
| Purpose of Role | To provide medical expertise to the Welfare team during the St Clare’s summer courses.  The main focus of the role is the 139 site but students may also be referred from the other two sites operating in summer (Juniors from Rye St Antony and Adults from the International College). |
| Department | St Clare’s has a very strong pastoral care system with many people that the students can turn to for help and support, such as the Welfare Managers, the residential House Wardens, the Operations Manager and the Director of Summer Courses. The College Summer Nurse works closely with these colleagues.  The Nurse is based in the Surgery (B17) where students will be seen privately. Medical rooms are also available in boarding houses for those students who need to rest and recuperate. Room visits may be required. |
| Reporting Structure | The Nurse reports to the Operations Manager on a day to day basis and works closely with the Welfare Managers as well as the Pastoral Teams on a regular basis. |
| Key Responsibilities [group appropriately  e.g. management, administration, teaching] | 1. Runs the Surgery Monday - Friday from 08:30 to 13:00 hours (as required) following advice and good practices of the year-round College Nurse. 2. Checks medical records of each student prior to arrival and alerts team members as appropriate (boarding staff, Welfare Managers, catering, housekeeping, maintenance, wardens, teachers etc). 3. Review health information about new students on arrival day and set up arrangements in case of chronic illness requiring special care plans. 4. Advises, trains and supervises the summer welfare team in first aid and the use and administration of non-prescription medication following the agreed college protocol. 5. Assesses the health of the students presenting themselves and decides if they can be treated within the Surgery or if they need an appointment at the Banbury Road Medical Centre or an ambulance called for transfer to hospital. 6. Recommends whether students are fit to attend class and records decisions via the IT system. Ensures that medical records of students are adequate and up to date before end of shift. 7. Visits students unable to attend surgery in their residential accommodation and assesses appropriate action. Arranges drinks/ meals as appropriate either in person or via summer deans. |

|  |  |  |
| --- | --- | --- |
|  | 1. Keeps appropriate records of students who self-administer and/or self-manage their medication and monitors these procedures closely. 2. Takes responsibility for the provisions and medical materials within the Surgery and medical rooms. 3. Undertakes additional duties assigned by the Director of Summer Courses or the Principal as applies to all members of College staff. 4. Keeps high level of communication with student's families. | |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | | |
| Education and qualifications | Registration with the Nursing and Midwifery Council (NMC) with relevant post-registration experience **(E)** | |
| Knowledge, skills and experience | Experience of working with students in the 9 + age-range **(E)**  Ability to operate simple electronic systems **(E)**  Practice Nurse or School Nurse experience would be an advantage **(D)**  Ability to use spreadsheets to record information **(D)**  Experience of working with students from international backgrounds **(D)** | |
| Personal skills and attributes | Excellent communication and listening skills **(E)**  Good organisation and time management skills **(E)**  The authority and confidence to deal with students or parents in stressful circumstances **(E)**  A genuine interest in helping and caring for young people **(E)** | |
| **TERMS AND CONDITIONS** | | |
| Terms of Employment | | Wednesday 26th July – Friday 18th August 2023 |
| Place of Work | | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | | 22.5 hours per week working 08.30 to 13.00 hours from Monday to  Friday |
| Pay | | £18.02 per hour (£20.20 per hour including holiday pay) |
| Notice Period | | 1 week |
| Meal | | A free lunch is provided in the College on working days and when students are in residence. |

|  |  |
| --- | --- |
| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate |
| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which  can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) Tel: 01865 552031 |
| Deadline for applications |  |
| Interviews | The interview process will include some testing of key attributes. |