



MARLBOROUGH COLLEGE

Job Description

POSITION:	Medical Centre Nurse
DEPARTMENT:	Medical Centre
REPORTING TO:	Medical Centre Manager
SALARY:	Available on enquiry
HOURS OF WORK:	18 hrs per week on a rota system including day and night hours to be agreed by the Medical Centre Manager. Flexibility is essential to meet the requirements of the job.

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

To provide a high level of nursing care for the pupils of Marlborough College.

Main areas of the role

Key Responsibilities

This is not a finite list of duties but provides an outline of the types of tasks that will be undertaken.

- Provide first aid and emergency care to any pupil on site.
- Work independently in the care, assessment and treatment of pupils, and when indicated, refer pupil to GP, ED, or other health related professionals.
- Provide health advice
- Provide access to confidential counselling
- Maintain a high standard of record keeping, both on paper and on the computer systems.
- Ensure good communication with HM's, Dames, Parents and pupils.
- Follow correct child protection procedures.
- Follow correct procedures for the safe storage/disposal of drugs and clinical waste.
- Assess, plan, implement and evaluate care plans for individual pupils.
- Maintain best practice and maintain medical centre policy guidelines on administration of medications and vaccinations.
- Research and deliver travel health advice.
- Liaise with teaching staff regarding school trips and provide medical information on relevant pupils' conditions, supply travel first aid kits, medication and travel certificates where required.
- Work on own initiative and provide evidence-based practice.
- To be prepared to undertake duties that might be considered an 'extension' to the nurses role for which they are adequately competent and trained.

- Maintain current NMC registration and requirements of PREP.
- To attend relevant courses and study days.
- To provide health related training to pupils and relevant school staff.
- To attend staff meeting's and in-house/external training days and to maintain current NMC or HCPC registration.

Person Specification

	Essential	Desirable
Education and qualifications		
Grade 4 at GCSE English and Maths	✓	
Qualified RGN/Paramedic	✓	
Knowledge and Experience		
Experience of working in a Medical Centre or regulated environment	✓	
Experience of using IT software	✓	
Experience working in a school environment		✓
Skills and Abilities		
Ability to work under pressure	✓	
Socially adept, confident but welcoming and enjoying relating to people at all levels	✓	
Approachable and confident demeanour	✓	
Ability to work alone	✓	
Flexibility to adjust to change	✓	
Ability to work as part of a team, building strong working relationships with all colleagues	✓	
Calm under pressure, reliable, dependable, ability to prioritise work	✓	

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

Marlborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot

start in post until all pre-employment checks have been completed satisfactorily. The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: