

|  |
| --- |
| St Cuthbert’s College Job Description  |

|  |  |
| --- | --- |
| Position Title | **College Nurse** |
| Reports To | Director of Health & Safety |
| School / Support | Support |
| Position Number | JD 108 | Date | June 2020 |

|  |
| --- |
| By Love Serve |

The values embodied in the St Cuthbert’s College motto ‘By Love Serve’ guide all our interactions. The College Compass also underpins the delivery of education at St Cuthbert’s. It is comprised of these four key principles:

* **Striving for excellence**
* **Developing all dimensions**
* **Building a connected community**
* **Pursuing innovation, valuing tradition**

|  |
| --- |
| Role Purpose |

To provide genuine, caring and professional healthcare to day students and boarders while they are at the College.

To uphold the St Cuthbert’s College values “By Love Serve”.

|  |
| --- |
| Nature and Scope of Role |

Enhancing St Cuthbert’s College by:

* Actively promote Health and Safety across the College
* Provide up to date health advice and education to stakeholders
* Being aware of the customer oriented nature of the work to be undertaken and being able to communicate effectively with people at all levels of the College
* Demonstrating commitment to excellent customer service
* Ensuring that all activities are consistent with and supportive of the College plan.
* Delivering consistently the expected professional standards and behaviours for both external and internal customers
* Being conversant with all College systems, policies and procedures, including educational standards
* Projecting a professional image of the College is projected at all times.

|  |
| --- |
| Challenges |

|  |  |
| --- | --- |
| Challenges | * Preserve, protect and promote our brand
* Drive effective and positive improvements within the College aligned to the College culture, values and customer needs.
* Changing the operating culture of established business practices
* Convincing others that change is necessary and desirable
* Influencing leaders and team members with strong leadership practices
 |

|  |
| --- |
| Key Responsibilities/ Accountabilities |

|  |  |
| --- | --- |
| Key Tasks | Expected Results |
| Healthcare at the College | * See boarders, day students and staff
* Provide First Aid treatment for students and staff as needed
* Arrange appointments for follow up treatment if required
* Make referrals to the Guidance Counsellors when appropriate
* Attend assemblies when required and give talks on health-related issues
* Organise vaccinations for staff, students and boarders
* Attend and provide medical assistance at College events where requested
* Educate staff on certain medical issues where required
* Provide guidance to stakeholders on best practice for school nurses
 |
| Boarders’ Healthcare | * See boarders and carry out treatment as needed
* Liaise with Boarding Staff regarding health concerns or related matters
* Arrange medical appointments and transport for Boarders
* Care for Boarders in Health Centre Ward
* Liaise with parents where necessary
 |
| Administration | * Document all student and staff visits to the Health Centre and update absences
* Process ACC forms
* Ensure the Health Centre is adequately stocked and resourced
* Maintain medical kits for staff to take off-site
* Ensure contactable at all times when on College grounds by following school policies
 |
| General | * Foster collegiality in relationships across the College
* Conduct oneself in a professional manner at all times
* Be conversant with all College systems, policies and procedures
* Ensure that all College Health and Safety procedures are maintained
* Undertake any other duties as required
 |
| Self-Development  | * Keep abreast of industry and professional knowledge.
* Personal skills and competencies kept up-to-date with professional development.
 |
| Health and Safety  | * All employees of St Cuthbert’s College must adhere to safe work practices as determined by the College’s Health and Safety Policy.
* The College is not exposed to unnecessary risk or costs associated with non-compliance.
* Maintains safe, organised and neat work areas.
 |
| Stakeholders  | * Director of Health and Safety
* Director of Boarding
* Boarding House Managers
* Senior Leadership Team
* Counselling Staff
* Health & PE Department
* Sports Department
* Senior School Deans
* Teachers
* Students
* Parents
 |
| Direct Reports | * N/A
 |
| Budget  | * TBA
 |

|  |
| --- |
| Professional Qualifications/ Experience |

|  |  |
| --- | --- |
| Experience | Minimum Requirement/ Expectation |
| Required and/ or Desirable | * Registered Nurse with sound knowledge of children and young adults
* 5+ years of experience in Nursing
* Strong communication skills
* Experience using IT systems, especially the Microsoft Suite
 |

|  |
| --- |
| Personal Competencies |

|  |
| --- |
| * Excellent communication skills (verbal and written) with a wide variety of audiences.
* Strong written/oral communications, research, proofreading, and leadership skills
* Work well under pressure, be able to multi-task, meet deadlines, solve problems and take initiative.
* Strong interpersonal skills and capable of building effective relationships with team members, internal teams and customers to gain their trust and respect.
* Excellent prioritisation and forward planning skills.
* Demonstrates a commitment to delivering on key objectives.
* Results oriented and self-motivating.
* Anticipates potential problems and proactively addresses them.
* Shows high levels of initiative, flexibility and adaptability.
* Able to make decisions and think in a focused, analytical and detailed manner.
* Accepts full responsibility for self and contribution as a team member.
* Values and respects other people’s opinions and contribution at every level of the business.
* Honest and ethical with customers and fellow colleagues at all times.
* Adopts and maintains a professional and positive attitude including standard of dress and demeanour.
 |

*The above duties and responsibilities within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.*