

**Job Description – College Summer Nurse**

(part-time for summer vacation period, from mid-June to mid-August)

# Background Information

St. Clare’s, Oxford is an international, coeducational college with a mission “To advance international education and understanding”, something it has been doing successfully since its foundation in 1953. The mission is integral to the ethos of the college and provides an intellectual and philosophical focus for its activities. There are, for example, students from over 45 countries studying at St. Clare’s, all but a small proportion of whom live in College houses.

St. Clare’s is home to between 350 and 450 students (depending on the time of the year) and employs approximately 200 people. It operates in the beautiful conservation area of North Oxford, owns 24 buildings and leases four more. The majority of buildings are late Victorian and Edwardian and provide a distinctive atmosphere for study and living. Standards of upkeep are high as are the costs of maintaining plant and buildings.

Over recent years the College has invested heavily in both the high quality refurbishment of many of its properties and in some exciting new buildings. Further refurbishment and maintenance projects are planned to ensure that the estate is kept at the highest possible quality so that students can enjoy an outstanding learning environment.

Candidates are expected to spend time looking at the College website on [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides a huge amount of information about its programmes. This demonstrates the wide range of its course offerings and that St. Clare’s is rather more than a conventional school.

There are three business streams, all of which operate under the direction of the Principal:

1. **International Baccalaureate Diploma**

Approximately 235 students follow this internationally-recognised two-year course; the majority of students will continue their studies at universities in this country. A Preparatory IB course is also offered for a maximum of 45 students. All full-time Pre-IB and IB students are housed in College properties within a very short distance of 139 Banbury Road. The College organises IB Teachers’ Workshops at intervals throughout the year and IB Introduction courses during the summer.

1. **Liberal Arts programme**

This caters mainly for American undergraduates who follow a variety of academic courses for one semester, starting in September or January. In addition, tailor-made courses for closed groups are available in January, May and June.

1. **English as a Foreign Language (EFL)**

The College offers a range of EFL courses throughout the academic year (September to mid-June). These include: the **University Foundation Course** and **English plus Academic Subjects,** both of which combine the study of EFL/EAP and academic subjects, and lead to university entrance; and **English for Everyday Use** and **for Examinations**, which boost confidence and offer English qualifications for university and beyond. EFL Short Courses operate every summer between mid-June and the end of August on three separate sites across the city and across three age groups: for students aged 18+; for teenagers aged 15-17; for juniors aged 10-15.

The College is in a strong financial position based on successful recruitment of students in all its courses; recruitment has been particularly successful for the IB programmes and for Summer Courses.

The College is proud of its liberal traditions and the warm and friendly relationships which are at the heart of its ethos. As a place to work, there is a strong emphasis on working in a collegial way.

Governance

St. Clare’s, Oxford is an educational charity incorporated as a company limited by guarantee. It is governed by a board of 12 trustees. Day-to-day running is overseen by the Senior Management Group, comprising the Principal, the Bursar, two Vice-Principals, the Director of English Language Courses and the Director of Liberal Arts Courses.

**Nursing**

The College employs two Nurses, during the academic year, who share the responsibility for the day-to-day running of the Surgery on the Banbury Rd site.

During the summer vacation courses, a summer nurse(s) has responsibility for the day-to-day running of the Surgery on the Banbury Rd site.

**Purpose of the role and reporting structure**

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 Summer Deans, Director of Short Courses & English Language courses and the residential House Wardens. The College Summer Nurse works closely with these colleagues.

St. Clare’s requires a part-time Summer Nurse, who will work on Monday - Friday (09:00 –12:00), from mid-June to mid-August. The Nurse is based in a Medical Room (B17), which consists of a small surgery, where students may be seen privately, and a day room for those who need to rest and recuperate.

The College Nurses report to Lawrie Coupland.

**Duties & Responsibilities**

1. To run a surgery Monday - Friday for a total of 15 hours per week.
2. Assess the health of the students presenting themselves and decide 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.
3. Those students who are reported as being ill and unable to attend the surgery will be visited by the Nurse in their residential accommodation, where an assessment of their condition will be made.
4. Students who are presenting themselves as too ill to attend classes will need to be signed off by the Nurse. The Nurse would need to be able to operate simple electronic systems to distribute this information to relevant parties. In particular, the Nurse supports in the monitoring of student absence from classes and without her authorisation, student absence is considered unjustified.
5. Be responsible for keeping appropriate records of students who self-administer and/or self-manage their own medications and for monitoring closely these procedures. The Nurse will take care to be satisfied that the students concerned have the appropriate level of knowledge and training to safely self-manage and/or self-administer their medications.
6. Process the medical information of new students arriving at the College, advising staff of medical conditions that affect students as necessary.
7. Liaise with the Summer Deans, Head of Housekeeping and Catering Manager to organise the supervision of students in the college medical rooms.
8. Undertake the administrative work necessary to ensure that all medical records of students are adequate and up to date. Where allergies are indicated in medical records (e.g. allergies to nuts or dust) the Nurse will ensure that the Catering Dept., Housekeeping, Wardens and Summer Deans are in possession of the information.
9. Have care and responsibility for the Medical Room and for ensuring that it is properly provisioned and run according to the relevant guidelines and regulations e.g. National Minimum Boarding Standards, DfE etc.
10. Be responsible for the supervision of any drugs and/or medicines kept within the Surgery. It is the Nurse who alone administers them, or supervises others in doing so.
11. Advise the College Health and Safety Officer who regulates and checks the contents of the First Aid boxes in the College's boarding houses.
12. On request, provide training for College based staff to support students with health care needs eg asthma, diabetes or epilepsy.
13. Have regard to the protocol for sharing welfare information.

1. As with all members of College staff, the Nurse may be required to undertake additional duties assigned by Lawrie Coupland or the Principal.

**Person Specification**

The successful applicant will have demonstrated the following:

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| **Essential** | **Desirable** |
| **Education and qualifications** | |
| registration with the Nursing and Midwifery Council (NMC) with relevant post-registration experience |  |
| **Knowledge, skills and experience** | |
| experience of working with students in the 10 + | practice Nurse or School Nurse experience would be an advantage |
| ability to operate simple electronic systems e.g., email | ability to use spreadsheets to record information |
|  | experience of working with students from international backgrounds |
| **Personal skills and attributes** | |
| excellent communication and listening skills |  |
| good organisation and time management skills |  |
| the authority and confidence to deal with students or parents in stressful circumstances |  |
| a genuine interest in helping and caring for young people |  |
| good observation skills |  |
| the ability to make decisions and act quickly |  |

**Outline Terms and Conditions**

1. This is an hourly paid, part-time position for 15 hours per week, Monday – Friday, during the summer vacation period (roughly mid-June to mid-August)
2. The rate of pay will be £24 per hour (inclusive of £2.58 holiday pay).
3. There is a one week notice period on either side.
4. Where applicable, a contributory pension through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution.
5. A free lunch is provided in the College dining room or The Sugar House café on working days and when student are in residence.
6. The College operates a childcare voucher scheme.

**References and Checks**

All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including Disclosure and Barring Service records and establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. Taking up employment will be subject to the satisfactory completion of all necessary procedures.

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 all employees:

* Full written references and phone references on quoted referees, 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.
* On occasion, further information may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that you have given your consent for this contact, and no specific consent will be sought. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.
* The College reserves the right to make contact with any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students who are under the age of 18 or vulnerable adults. This is to confirm details of the employment and establish the reason for leaving the position.
* Police checks / Disclosure and Barring Service checks will also be undertaken, for which employees / prospective employees are required to provide information and consent. The equivalent of a police check or a certificate of Good Conduct statement will be required if you have worked abroad in the last 5 years.
* Satisfactory completion of a health questionnaire.

The interview process will include some testing of key attributes.

**How to apply**

Applications must be made using the College’s standard application form which can be found on the College’s website at [www.stclares.ac.uk/Jobs](http://www.stclares.ac.uk/Jobs) Applications should ideally be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk).

Alternatively, send to: Recruitment  
Human Resources Department  
St Clare’s, Oxford  
139 Banbury Road  
Oxford OX2 7AL  
Tel: 01865 552031

*Please note: CV’s will only be accepted if accompanied by a St. Clare’s application form.*

**Deadline for applications 4.30 pm on 15 April 2015**

*(Interviews will be held on 22 April 2015)*

St. Clare’s, Oxford is a registered charity (No: 294085) for the advancement of international education and understanding