



JOB DESCRIPTION – Bank Nurse

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer

JOB SPECIFICATION	
Title of Post	Bank Nurse
Overview	St Clare's has a record of success in educating young people from around the world and from the UK in an open and internationally minded way. Students come to study a range of courses, including the International Baccalaureate (IB) Diploma, to study shorter programmes at the International College preparing them for university and we also run a Summer School that offers a wide range of courses.
Purpose of Role	<p>The Bank Nurse will work under the direction of the School Nurse, the Vice Principal Pastoral, and the Assistant Principal Pastoral to provide a clinically effective, high-quality service to students.</p> <p>The postholder will be required to maintain a registration with the NMC.</p>
Reporting Structure	This role reports to the Vice Principal Pastoral
Key Responsibilities	<ul style="list-style-type: none"> • Use research-based practice to plan, deliver and evaluate nursing interventions throughout the college • Work closely with the School Nurse and senior managers to ensure best practice guidelines and the highest standards of nursing care in line with NMC guidance are adhered to in relation to nursing and medical care for all students • Ensure a welcoming, caring, and safe environment is provided for students • Ensure adherence to confidentiality requirements and relevant professional codes of conduct • Provide immediate and ongoing medical treatment as necessary including first aid and emergency care and treatment • Provide continuing care for students with chronic medical conditions, ensuring care plans are up to date and medical information are disseminated accordingly to members of staff • Liaise with boarding house staff regarding medical needs of boarders with clear communication at the end of each working day • Record medication dispensing following agreed protocols • Maintain medical records accurately, confidentially, and safely on CPOMS • Ensure the boarding team maintain and check AAls (e.g., EpiPens), first aid boxes and medical packs regularly, including those for trips and activities • Follow relevant procedures for the safe disposal of clinical waste and safe storage, usage and disposal of medical supplies and medication • Takes responsibility for promoting and safeguarding the welfare of students <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Bank Nurse may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>

PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience</i>	
Education and qualifications	<ul style="list-style-type: none"> Registered Nurse (adult or children) with relevant post-registration experience (E) Current NMC registration (E) First Aid Certificate (E) School Nurse qualifications (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> Knowledge and experience of providing first aid (E) Knowledge and experience of providing care for children with chronic and minor illnesses (E) Experience of school nursing and/or further education nursing and an understanding of sports injuries (E) Knowledge and understanding of health and safety issues (E) Proficient user of Microsoft Office (E) Demonstrates excellent time management and organisational skills (E) Strong communication skills, able to interact well with a wide variety of people. Experience of reviewing best practice and updating procedures appropriately (E)
Personal skills and attributes	<ul style="list-style-type: none"> A commitment to safeguarding students in line with safeguarding policies and procedures (E) Pro-active and innovative (E) Able to work well under pressure, remain calm and to use own initiative (E) Team player with highly developed collaboration and communication skills and supportive and caring attitude towards colleagues, students, parents, staff, and the wider St Clare's community (E) Approachable with a positive outlook Committed to continuous self-development and willing to attend appropriate training and meetings (E) Ability to be flexible to meet the needs of the students and college (E)
TERMS AND CONDITIONS	
Terms of Employment	Zero hours/casual contract to cover planned and unexpected absences. More regular hours during the Summer School (held annually during June, July and August) are likely to be available.
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>8.5 hours a day when required between the hours of 08:00 and 17:00 (with a 30-minute unpaid lunch break between 12:00 and 14:00) on Monday to Friday</p> <p>Work may also be offered on some bank/public holidays when these fall on dates during the College term and they coincide with absence</p>
Salary/Pay	Payment will be made for hours worked at the rate of (to be confirmed but likely to be £19 an hour plus holiday pay of £2.30 an hour)
Holidays	This is zero hours position and holiday pay (based on 5.6 working weeks for a full-time employee) is paid on top of the hourly rate as shown above
Pension	In accordance with our statutory obligations, a contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays up to 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.

Meal	A free lunch is provided in the College dining hall on working days and when students are in residence
Probationary Period	Six months
Notice Period	One month
<p style="text-align: center;">References and Pre-employment Checks</p> <p>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.</p> <p><i>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.</i></p>	
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	<p>Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/prospective employees are required to provide information and consent.</p> <p>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.</p>
Health questionnaire	Satisfactory completion of a health questionnaire.
<p style="text-align: center;">HOW TO APPLY</p>	
Applications	<p>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</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	<p>Alternatively, send to:</p> <p>Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL</p>
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	<p>This role will close 9am on Monday 8th January 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p>

Selection Process	Interviews will take place w/c 15 th January 2024