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**JOB DESCRIPTION**

**Job title Nurse**

**Reporting to: Director of Student Support Services**

**Hours: 15 hours per week, working 38 weeks per year (includes 36 weeks term times + 2 additional CPD weeks (0.3535 FTE)**

**Salary: £40,366 full time equivalent; £14,269 pro rata**

**Closing Date: Monday 23 June 2025 at 5 pm**

**Job purpose:**

The Nurse under the direction of the Director of Student Support Services is responsible for facilitating and delivering a high quality medical and health promotion services to all students at the college.

**Main duties and responsibilities:**

* In accordance with the NMC code of practice provide a high quality healthcare service to students and promote a positive approach to health.
* To ensure all students individual medical needs are met and communicated internal and external as appropriate.
* Commitment to working to a flexible rota which includes evening and weekend work.
* Monitoring, responding and coordinating students’ health care needs on a daily basis
* To use professional knowledge to assess individual student medical risks and support requirements ensuring this information is recorded and communicated to appropriate staff.
* To be pro active in supporting the development of individual student medical/support plans.
* To liaise with external health professional and as appropriate significant others to ensure health needs are met.
* To maintain accurate up to date recording systems.
* Ensure safe storage, monitoring and administration of medication (in line with the college medication policy).
* To engage and record robust daily handovers and attend weekly team meetings.
* To develop professional knowledge in response to changing student health care needs.
* To complete identified daily tasks to support the organisation and running of the college Medical/Wellbeing centre.
* To be pro active in promoting healthy lifestyles for all students.
* To be the primary contact for Residential Managers to meet Student satisfaction requirements by responding to complaints / feedback and actioning improvement plans.
* Monitor report and respond to Health and safety concerns and to communicate actions to Director of Student Support Services
* Contribute to an environment where all staff, visitors and students conduct themselves in an acceptable way. To recognise personal responsibility towards campus conduct and set an example of directly challenging any unacceptable behaviour on campus.

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**PERSON SPECIFICATION –** Nurse

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required documents. Consideration will be given to candidates who may not hold the essential qualifications but who can demonstrate equivalent experience and/or a willingness to achieve the qualification on appointment

| Attributes | Essential | **DESIRABLE** |
| --- | --- | --- |
| Experience | * Delivery of clinical medical care in a range of settings. * Working with a range of disabilities * Multi agency working * Lone working * Competent IT user | * Working with people with visual impairment * Working with young people/youth work * Community/district work * Experience within residential education setting * Health promotion initiatives |
| Knowledge/skills | * Well-developed inter-personal and communication skills * Understanding of safeguarding and a commitment to safe practice * Awareness of Health & Safety practices and guidelines | * Awareness of Ofsted National Minimum Standards |
| Qualifications and training | * Registered General Nurse qualification * Current registration with NMC * Evidence of continuous professional updating relating to a wide range of medical support needs | * Practise Nursing * Sexual Health * Epilepsy Care * Diabetes Care * Manual Handling * Safeguarding * First Aid |
| Aptitudes and abilities | * Flexibility within work patterns * Positive towards improving quality * Works well both independently and with a team * Willingness to undertake additional training and attend staff development days as necessary to fulfil requirements of the role * Commitment to equality and diversity and its active promotion | * A respect for independence of individuals and their right to self determination and to take risks * Solution focused approach * Empathetic holistic approach |
| Experience | * Delivery of clinical medical care in a range of settings. * Working with a range of disabilities * Multi agency working * Lone working * Competent IT user | * Working with people with visual impairment * Working with young people/youth work * Community/district work * Experience within residential education setting * Health promotion initiatives |
| Additional/other | * Enhanced DBS (Disclosure & Barring Service) disclosure required prior to appointment being confirmed * Eligibility to work in the UK |  |