Eton College is seeking to appoint a **Part-time Staff Nurse**. The Sanatorium is situated in a converted church in Eton High Street. There are fourteen beds for boys aged thirteen to eighteen years who are admitted with a variety of illnesses and injuries. Boys needing surgery are admitted to a local hospital and return to the Sanatorium post-operatively.

Currently nursing staff consists of a sister-in-charge, two staff nurses and two part-time (job share) nurses. The two school doctors hold daily morning surgeries with the nursing staff operating a triage system. The doctors visit in-patients daily.

Part-time Sanatorium support staff consist of a Physiotherapist, Secretary, Filing Clerk, Cook and four domestic daily assistants.

There is a routine immunisation programme and a developing travel vaccination clinic. A wide variety of minor injuries are treated on site and the post may be of particular interest to someone wishing to gain experience in the management of sports injuries.

**General Background**

Eton College, which was founded by Henry VI in 1440 for 70 scholars, has over the years become a boarding school catering for 1300 boys. It is the largest boarding school for boys in the UK. Eton’s academic results are good by any standard, often near the top of the examination league tables. A very wide range of sports, activities and societies is offered and the demand for places at the School is strong.

A total of about 880 people work at Eton and in addition to the teachers there are staff working in the 25 Boarding Houses, central dining facility, grounds, security, buildings and others work as swimming pool attendants, technicians, and administrative staff.

The School and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough. There are some 400 school buildings including staff accommodation and a 2,000 metre rowing lake at Dorney, designated as the London 2012 venue for rowing and flat-water canoeing.
JOB DESCRIPTION

Job Title: Part-time Staff Nurse

Reporting To: Sister-in-Charge / Lower Master

Department: Sanatorium

Main Purpose of Job: To provide Nursing care to boys and first aid to staff, basic assessment of minor illness and injury, monitor long-term conditions, keep records of patient consultations and drug administration and provide routine and travel immunisation.

Nursing Duties:

Care of in-patients
- Boys are seen daily by their doctor.
- One nurse is on-call at night.
- Administration of medicines and treatments.
- General nursing care and keeping up morale.
- Record keeping of observations.

Care of out-patients
- Morning surgery with the doctors.
- Triage.
- Venepuncture.
- Wound care.
- Assessment and treatment of minor injuries.
- Assessment and treatment of sports injuries
- Travel immunisations and routine immunisations.
- Asthma care.

- Medicals are carried out for new boys and sixth form. (height, weight, urine, BP, VA, PEFR, etc).
- Good communication with boys, house staff, parents, doctors, hospitals.
- Simple food preparation (the School run courses on food hygiene).
- Training sessions for Dames on subjects such as asthma, epilepsy and anaphylaxis.
- Health promotion – opportunistic and organised including smoking cessation.
- A ‘First-Aid’ service is offered to School staff.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.
Person Specification

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>• Registered Nurse with valid NMC PIN</td>
<td>X</td>
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<tr>
<td>• Education of continuing education within nursing</td>
<td>X</td>
<td></td>
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<tr>
<td>• Willing to attend ongoing training (some of which may be in holiday time)</td>
<td>X</td>
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<tr>
<td>• Dual qualification RN/Child Branch</td>
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<thead>
<tr>
<th>Experience</th>
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<tbody>
<tr>
<td>• Maximum of 2 years post registration experience</td>
<td>X</td>
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<tr>
<td>• Vaccination, Diabetes, Asthma and sports injury experience</td>
<td>X</td>
<td></td>
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<tr>
<td>• Experience of working with young people</td>
<td>X</td>
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<td>• Experience of working in a school environment.</td>
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<tr>
<th>Skills/Personal Qualities</th>
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<tr>
<td>• Able to prioritise workload</td>
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<tr>
<td>• Good communication skills – pupils, parents, staff, local medical services</td>
<td>X</td>
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<tr>
<td>• Basic IT skills and use of EMIS</td>
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<tr>
<td>• Flexible approach/willingness to cover shifts in case of illness or absence.</td>
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<td>X</td>
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<tr>
<td>• Attention to detail</td>
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<td>X</td>
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Appointment Date
To start as soon as possible – subject to completion of recruitment checks.

Salary
Salary will be based on Agenda for Change, Band 6 starting at £25,528 pro rata and according to experience. The full time rate is based on a 92 hour fortnight. Salaries are paid on 25th of each month. A uniform allowance of £46 per year is paid.

Hours
The part-time appointment provides cover for a total of 23½ hours per fortnight during term-time. Typical hours of work:
Week 1; Monday, Wednesday, Friday 1.30 p.m. to 5.00 p.m.
Week 2; Tuesday, Thursday 1.30 p.m. to 5.00 p.m. and Saturday 4.00 p.m. to 10.00 p.m.
These hours are under review and may vary from those described above.

Holiday
When a Bank Holiday falls during a School term you will be required to work on that day. You are required to take your paid holidays during the school holidays.

Continuing Professional Development
Study days are usually paid for by the School and nursing staff are able to attend the annual conference for Matrons and Medical Staff which is run by the Boarding Schools Association.

Notice period
The first year of employment is considered to be a probationary period and the notice period is 1 month during the first year. The notice period increases to 3 months after one years’ service.

**Benefits**

Many of the School’s extensive recreational and sporting facilities are available to employees and their families (swimming, golf, tennis, theatre, library).

After one year of satisfactory service staff are eligible for contributory membership of the College’s defined contribution pension scheme. Employee’s contributions are currently minimum of 4.9% of salary.

There is a non-contributory life assurance scheme which all staff join on starting their employment. The College also provides a Stakeholder Pension Scheme through Standard Life which staff may join at any time whilst employed at the College.

The College provides a Childcare Voucher Scheme through Edenred. We have available an Employee Support Programme which is for all staff and their immediate family. This is a confidential telephone helpline provided by Corporate Support Limited who can advise on a range of issues.

These particulars do not form any part of an offer of employment. Full details of terms and conditions will be provided when employment starts.

**Application Process**

Application **must** be made on the College’s application form which is available to download from the College website.

Completed forms should be returned by post to the HR Department, Eton College, Windsor, Berkshire, SL4 6DJ. Application forms received after the closing date will not be considered.

**The closing date for this position is Thursday, 8th November 2012.**

Applicants who are invited to attend an interview at the College must note that references will be taken before they attend their interview. Applicants are required to read the Invitation to Interview notes before attending as it contains information regarding the documents that they will need to bring with them.

An offer of employment with the College will be subject to two satisfactory references, a satisfactory medical report and an Enhanced Disclosure from the Criminal Records Bureau. In addition, the College is required to contact all employers where the applicant has worked with children.

*It is the post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to, and ensure compliance with, the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Deputy Head (Lower Master) or to the Head Master.*