



A Career at St Edmund's College	
Health Centre Manager – Maternity Cover	
Job Description	
Reporting to:	Deputy Head - Pastoral
Summary of the role:	The primary role of the Health Centre Manager is to provide medical care to boarding, day pupils and first aid care to all members of the school community, contractors and visitors. The individual is also responsible for managing the team of nurses and liaising with the Assistant Head – Pastoral. It is expected that the Health Centre Manager will use researched-based practice to plan, deliver and evaluate school nursing interventions throughout the whole College and be responsible for the strategic development of the Health Centre in line with best practice guidelines from the NMC, Boarding Schools' Association (BSA) and ISI. In carrying out duties, the incumbent will uphold the teaching of the Catholic Church in line with the College ethos.
Line management responsibility for:	All Health Centre Staff, including all Nurses, and Health Centre Assistants.
Main duties and responsibilities:	<p><b>Administrative:</b></p> <ol style="list-style-type: none"> <li>a. Be responsible for the appropriate development of protocols.</li> <li>b. Be responsible for the smooth and efficient running of the Health Centre, ensuring effective systems are in place.</li> <li>c. Advise on the recruitment and oversee the professional development of nursing staff and other members of the Health Centre team.</li> <li>d. Be responsible for drawing up duty rotas and ensuring that the Health Centre is adequately staffed at all times.</li> <li>e. Ensure that all members of the Health Centre team have annual appraisal plans and professional targets.</li> <li>f. Maintain medical records accurately, confidentially and safely.</li> <li>g. Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.</li> <li>h. Record dispensing of drugs following drug protocols.</li> <li>i. Maintenance of general office procedures including routine use of computers / ICT.</li> <li>j. Liaise effectively with the Assistant Head – Pastoral to ensure an effective two-way communication between College and the Health Centre.</li> <li>k. Attendance at staff briefings, INSET days (where appropriate), Common Room meetings, weekly meetings with Heads of Boarding, Cause for Concern meetings (where needed) and Safeguarding Team meetings with the responsibility of disseminating relevant information to the rest of the staff.</li> <li>l. Be responsible for the management of the Health Centre budget and accounts.</li> <li>m. Liaise with the Sports Department;</li> <li>n. Ensure that all policies and protocols are written to ensure compliance with the National Minimum Boarding Standards and ensure that these policies are enacted by all members of the Health Centre staff.</li> </ol> <p><b>Clinical</b></p> <p>To provide appropriate medical services, as outlined in the Job Description, to each pupil, all members of staff and any visitors and contractors while on site. This will include:</p>

- a. Organisation and running of surgery times where pupils attend for routine medication and simple nursing needs.
- b. Organisation of new boarding pupil medicals.
- c. Arranging for boarding children to attend any medical, dental or other health appointments as necessary.
- d. Assessment, implementation and evaluation of in-patient care of pupils admitted to the Health Centre.
- e. Managing pupils with chronic illness and implementing plans with regards to their long term care.
- f. Handling sports injuries.
- g. Provision of first aid and emergency care and treatment as necessary. This includes overseeing the maintenance and stock of all school first aid kits
- h. Provide '24/7' qualified provision for boarding pupils.
- i. Facilitate the expertise of the Health Centre staff so that they provide training, where relevant and appropriate, to College staff on topics such as anaphylaxis, for example.
- j.

#### **Preventive Health**

- a. Carry out health screening in the Prep School in conjunction with the rest of the nursing and medical team.
- b. Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- c. Operate procedures for infectious diseases control.
- d. Implement and follow procedures for the safe disposal of clinical waste.
- e. Be aware of recommended safe storage, usage and disposal of medical supplies and drugs and inform staff of latest changes and protocol.
- f. Demand high standards of hygiene and tidiness in the treatment room and ensure that other staff operate similarly high standards.

#### **Health education**

- a. Promote health education throughout the College population and support the PSHE programme.
- b. Actively support the College ethos in the promotion and fulfilment of the College Mission Statement.
- c. Keep up to date with current health promotion initiatives and ensure that all staff are aware of such initiatives.

#### **Pastoral**

- a. Liaise effectively with the school counsellor and support the administration of the counselling service.
- b. Provide a listening ear for any students who wish to speak confidentially about an issue.
- c. Provide appropriate support and advice to all members of staff.
- d. Act in accordance with the School's child protection policy and maintain close relationship with the School's designated child protection officers.
- e. Support the role of the school's pastoral team by liaising closely about issues affecting individuals and the whole community.

#### **Health and Safety**

- a. Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment. Attend the Health and Safety committee meetings where appropriate.
- b. Keep records of all accidents and liaise closely with the school's Health and Safety Officer about the correct recording of accidents and injuries in accordance with Government legislation and College policy.

	<p><b>Internal Liaison</b></p> <ol style="list-style-type: none"> <li>Work closely with other members of the medical staff to ensure seamless and continuous care; ensure that systems are in place for this to happen effectively.</li> <li>Keep in close contact with boarding and day staff, support and administrative staff as necessary.</li> <li>Meet regularly with the Assistant Head – Pastoral and liaise appropriately to ensure the highest possible standards of medical and pastoral care at the College.</li> <li>Meet regularly with the senior boarding staff to ensure the highest possible standards of medical and pastoral care at the College.</li> </ol> <p><b>External Liaison</b></p> <ol style="list-style-type: none"> <li>Maintain a close working relationship with the local surgery staff and local pharmacy.</li> <li>Deal as required with the social services.</li> <li>Maintain an open and confidential relationship with parents as required.</li> </ol> <p><b>Additional duties:</b></p> <ol style="list-style-type: none"> <li>The Nurse in the Health Centre will be required to attend relevant INSET days as directed by the Senior Deputy Head.</li> <li>Be aware of and adhere to normal medical confidentiality procedures.</li> </ol> <p>The above list is not exhaustive and the jobholder will be expected to be flexible to meet the medical needs of the school community.</p>
Line management duties and responsibilities:	<ul style="list-style-type: none"> <li></li> </ul>
Safeguarding Responsibilities:	<ul style="list-style-type: none"> <li>The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity.</li> <li>Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.</li> </ul>
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<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	

