



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# **COLLEGE NURSE**

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## **JOB DESCRIPTION**

## ABOUT CATS COLLEGE CAMBRIDGE AND CSVPA

CATS Cambridge and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

The job of the College Nurse is to manage a health programme for the assessment, evaluation, maintenance and improvement of the health of students. The Nurse will assist in removing or modifying health related barriers to learning in individual students and will help to promote the prevention of illness and disability as well as early detection and correction of health problems.

## REPORTS TO

You will be directly responsible to the Head College Nurse. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post, which are to:

- Provide confidential health care and general nursing care advice to individual students and respond to emergency medical emergency situations
- Be responsible for the administration of medication including the medication given by House Parents in the Boarding Houses
- Maintain all medical, health and welfare notes on the College's Management Information System
- Maintain all medical, health, welfare and attendance notes on the College's Management Information System
- Manage the sick bay including making the beds, keeping the room hygienic and comfortable, ensuring there is adequate supervision of students
- Communicate with other members of staff regarding the welfare and health of students as the need arise, while adhering to principles of confidentiality, arranging meetings/case conferences with other members of staff to discuss concerns about students if needed
- Assist in promoting a whole College health focus
- Provide training for staff to support young people with healthcare needs such as asthma, diabetes or epilepsy
- Maintain communication with the doctors' surgery and other agencies in order to promote and maintain students' health and welfare
- Monitor all students' medication as prescribed by the local doctor or brought from home and to carry out any necessary Risk Assessments. Parents may be contacted by the Nurse to confirm the correct dosage and storage instructions
- Help produce individual health plans for students with disabilities or long-term conditions
- Monitor the safe storage of all medicines, to comply with statutory requirements and the College Policies
- Report students with contagious diseases to the local public health authorities for the purpose of minimising infection and complying with national legal requirements

- Provide advice for staff on the management and control of infectious diseases

**You will also:**

- Work within the policy and procedure requirements laid down by College policies
- Demonstrate day to day commitment to the College's Core values of Excellence, Care and Community
- Be required to carry out such reasonable additional duties as may from time to time be determined by the College Principal
- Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to your role
- Demonstrate understanding and commitment to supporting the College to meet its targets for success

## PERSON SPECIFICATION

**The job requires that you have:**

- Knowledge of school nursing practices related to safe practice within schools
- A current NMC PIN
- Understanding of the requirements of Safeguarding, Equality and Diversity, Health & Safety
- Good interpersonal and communication skills, both verbal and written
- Good problem-solving and decision making skills
- IT Literacy
- A good health record
- Punctual timekeeping
- The ability to work the core hours of the College
- Flexibility for cover

**And that you are:**

- A professional and supportive team player who enjoys effective collaboration with colleagues
- Neat, well-groomed and well-presented
- A skilled communication with clarity of speech

**It is also desirable that you:**

- Hold RSCN skills or have the willingness to undertake training in this
- Basic/advanced certificates of life support and First Aid
- Recent experience of working with young people (in education or the voluntary sector) from an international background
- An understanding of education inspection procedures regarding boarding accommodation in the UK
- Experience in management of pastoral, welfare, accommodation and activities issues

## ABOUT CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada;

Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

## AND FINALLY

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.