Campbell College is an interdenominational voluntary grammar school for day boys and boarders. Our campus is unrivalled by any other school in Northern Ireland: all facilities are on one site and we bring breadth to the education of our students within a secure environment. There are approximately 900 pupils aged 11–18 in the Middle and Senior Schools, of whom over 200 are in the Sixth Form. A further 300 boys are present in the Junior School. The Boarding House currently contains 140 pupils.

Further information may be obtained on the College website - [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)

The College Medical Centre has a fully equipped surgery and two rooms for pupils who are unwell: one with three beds and one single bedded room with en-suite bathroom.

For pupils boarding, the College’s Medical Officers (two local GPs) run a surgery at the College three times a week (Monday and Friday mornings and Wednesday afternoons). There are also arrangements in place for boarders to attend a local dentist, optician or other medical professionals as required.
From September 2016, the Matron of the College will reduce her hours from 5 days to 4 days per week (Monday – Thursday 7:45am – 4:15pm). To provide a continuity of care to the pupils, we are looking to appoint an Assistant Matron who will cover Fridays.

Currently we call on external medical support on Saturday mornings during games time (home matches only). This cover may be made available to the appointee if they were available and willing to undertake this commitment.

**HOURS OF WORK:** Fridays (term-time only) from 7:45am – 4:15pm (ie. 8 ½ hours per week) with the possibility of additional hours on occasion.

**ROLE:** The Assistant Matron will be expected to promote and provide clinically effective, high-quality service of nursing care to pupils and first aid care to pupils and all members of the school community

Matron/Assistant Matron will provide a holistic approach to the care of pupils, which includes health promotion, a listening ear when required along with illness and injury assessment and treatment

**RESPONSIBLE TO:** In the first instance, Matron, then to the Vice-Principal (i/c Pastoral Care)

**ESSENTIAL CRITERIA:**

- Registered nurse (RGN) and hold current registration with the Nursing and Midwifery Council (NMC)
- Clear empathy and understanding of boys’ development and needs
- Excellent communication and interpersonal skills
- Self-motivated, conscientious and willing to show initiative
- A flexible approach to working hours
- Full current driving license and use of car

**DESIRABLE CRITERIA:**

- Clinical track record with, ideally, experience in A&E, or as a practice nurse
- Experience in an educational/institutional environment
- Experience of sports injury care and treatment
- Experience in paediatrics or working with children or as a specialist practitioner nurse
2. Duties and Responsibilities of the Medical Centre staff

DUTIES OF ASSISTANT MATRON

[1 day per week: Friday 7:45am – 4:15pm]

- To act in the capacity of Matron on Fridays (although there may be a possibility of a day swap in any given week by mutual agreement)
- If possible, and by mutual agreement:
  - to undertake some of the duties of the Matron during busy times for the College
  - to cover for Matron in the event of her absence

DUTIES OF COLLEGE MATRON

[4 days per week: Monday – Thursday 7:45am – 4:15pm]

DAY SCHOOL (This applies to both Junior and Senior School)

- Coordinate the operation of the Medical Centre
- Attending to pupils who take ill during the School day
- Communicating with parents as necessary
- Keeping comprehensive notes/reports in relation to
  - Medications/treatment given
  - Medical conditions including allergies
  - Incidents/accidents in line with College Policy
- To maintain patient confidentiality at all times
- Supporting the role of the School Counsellor when appropriate
- Ensuring the security and delivery of controlled medicines
- Maintaining stocks of ‘over the counter’ medicines
- Ensuring that reserve medication such as Inhalers and Epipens are in date
- Reviewing the Medical Centre Policy along with the Vice-Principal
- Maintaining the first-aid equipment across the campus and when taken on trips
- Providing First-Aid at home matches and organising external medical cover for afternoon games if/when required (e.g. Ambutran)
- Ensuring the maintainance of the AEDs
- To coordinate first-aid training to staff as required
- To coordinate first-aid briefings to staff
- Attendance at the Boarding Medical Meetings if/when required
IN ADDITION FOR THE BOARDING DEPARTMENT

- Attend/Assist during the GP surgeries for the boarders at the College (There are surgeries on Monday and Friday mornings 8am – 8:45am and Wednesday 12:30pm – 1:30pm)
- Registering new boarders with the College Medical Officers at their local surgery
- Ensuring that new boarders have medicals at the earliest opportunity
- Communicating with parents / guardians / house staff as necessary
- Maintaining communication with the relevant external agencies as directed by the Head of Boarding or the Vice-Principal
- Availability to provide out of hours ‘over the phone’ advice (in extremely rare circumstances)
- Maintaining stocks of prescribed medicines as directed by the College Medical Officers
- Supervision of medicines within the Boarding Department and liaising with Housemothers as required
- Ensuring that relevant training is provided to staff in respect of the giving and storing of medicines
- Coordinating the appointments and transport of outpatients to appointments (medical, dental, etc.,)

This list is not exhaustive and other duties may be included as agreed with the Vice-Principal.

PAY & CONDITIONS

The salary will be dependant on qualifications and experience but is anticipated to equate towards NJC 19-21 (term –time only, pro-rata).

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder’s professional responsibilities and duties.

THE APPLICATION PROCEDURE

Candidates for this post are asked to note that:

(a) only the information on the application form will be taken into account when decisions about short-listing are made. It is essential that applicants provide evidence that demonstrates how they believe they meet both the essential and desirable criteria for the post. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held;

(b) they should not submit covering letters, testimonials, a curriculum vitae or any additional information of any kind. Canvassing will disqualify;

(c) if they choose to word-process their applications, they must use a font size no smaller than 11 point and ensure that they remain within the format for each page of the printed application;

(d) the closing date for applications is **12.00 noon on Monday 8th August 2016.** Please return completed application forms to Mrs Anne McCord, Bursar’s secretary, by this deadline. A monitoring questionnaire should also be included;

(e) applications will be acknowledged only if an e-mail address is provided.

Candidates should note that failure or refusal on their part to agree to either a medical examination or a police and criminal records check, if one or both are required, will automatically disqualify them. An unsatisfactory medical report, if sought, and/or a negative police and criminal records check, if made, will also disqualify an applicant.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

*Campbell College is an equal opportunities employer.*
DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007