



Full Time Medical Sister required during Term Time

The Position

We are looking to appoint a Medical Sister at Glenalmond College. The successful candidate will work within a small team of four and will therefore take sole responsibility at times for the medical centre for a large portion of the time spent on duty. The College has a formal and close working relationship with a nursing practice at Crieff Health Centre where a visiting GP attends during the week for pupils' consultations.

The College

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the foot of the Grampian hills. There are currently around 400 pupils at Glenalmond between the ages of 12 and 18. The principal point of entry is at 13 but we have a small Second Form group which is geared towards those transferring at 12 from the Scottish primary system. There are presently five boys' boarding houses and three girls' houses.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, a grass athletics track and a nine-hole golf course, a swimming pool, a sports hall and an all-weather playing surface. The Robin Thomson Theatre building is the venue for our drama and musical productions. The School has a strong CCF contingent, an outstanding Duke of Edinburgh's Award Scheme and a Community Service programme which operates locally on a regular basis.

The Department

The Medical Centre works on a rolling shift basis with cover provided over 24/7, where a duty flat is provided within the Medical Centre. The successful candidate will normally be required to work 40 hours per week during term time only, although this will be averaged in the shift pattern. Crieff Community Hospital is 20 minutes away: accident and emergencies are referred to Perth Royal Infirmary (approx 20 minutes also). Out of Hours consultation is available via NHS24. Inevitably this means that there is some responsibility on our own nursing staff to be able to deal, in the first instance with medical emergencies as they arise.

Personal and Professional Qualities Sought

- Professional qualified and Registered Nurse
- Experience of working in a similar type role is preferable
- The willingness to be adaptable and flexible yet innovative and committed
- An ability to understand teenagers and work constructively with them whilst maintaining clear standards of behaviour
- A willingness to embrace continual, personal professional development
- A willingness to engage in reflection and improvement
- An understanding of the boarding school ethos.

Key Responsibilities include:

- All aspects of care to pupils admitted to the medical centre
- Providing daily consultations for pupils both during and outside set consultation periods
- Appropriate record keeping
- Supervising the administration of drugs and medication as required
- Assisting with medical examinations of new pupils
- Liaising with Deputy Head, Pastoral, Housestaff and parents
- Dealing with sports injuries, treatment and rehabilitation
- Arranging external medical appointments and consultations for pupils
- Handling accidents and emergencies and co-ordinating first aid provision at sporting events if required
- Administering vaccination programme including for travel
- Promotion of health
- Ordering of stocks and supplies as required
- Providing additional welfare, support guidance and where appropriate, counselling to pupils
- Maintain a personal development plan with regard to education and registration.

Terms

Salary is based on the NMC Scales Band, but calculated over 34 weeks plus 6 weeks paid holiday. We offer meals free of charge in the Dining Hall during Term Time, along with a good working environment as part of a close-knit team and the possibility of opportunities for the role to grow in the future. Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and an application form, can be found at <https://www.glenalmondcollege.co.uk/about-us/job-vacancies/>

Closing date for this post is Friday 17 May 2019. Please return completed applications either by post (marked Private & Confidential) to: The HR Manager, Glenalmond College, Perth, PH1 3RY or by email to barbaraclark@glenalmondcollege.co.uk