** College Nurse**

**Part Time Job Share (15 hours per week), Term time only (37 weeks)**

**£26,977 to £31,190** *(actual salary for full time, term time only*)

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are committed to providing an inclusive and supportive environment for all our students and staff. We are seeking a dedicated, **qualified nurse** with occupational health experience to join our team and play a vital role in our College community working term time only – 37 weeks per year. This position offers an exciting opportunity to make a significant impact by supporting the diverse health needs of our students and staff, providing essential first aid care, and contributing to our wellbeing initiatives. The ideal candidate will bring their clinical expertise and compassionate approach to help maintain a healthy, safe, and accessible learning environment for everyone at Nescot.

**What we are looking for:**

* A qualified registered general nurse, ideally with occupational health experience or qualification
* Experience in mental health first aid or counselling
* Ability to exercise independent nursing judgment
* Knowledge of relevant health and safety legislation and infection control
* Good communication and administrative skills
* Ability to work calmly under pressure and on own initiative
* Commitment to continuing professional development
* Commitment to equality, diversity, and safeguarding

**Duties/responsibilities:**

The role encompasses three key areas of responsibility.

**For students,** you will provide essential first aid and emergency care while offering confidential guidance on health and wellbeing matters including mental health, sexual health and lifestyle choices. You'll also support students with disabilities and medical needs, manage prescribed medications and lead health education initiatives across campus.

**For staff,** your responsibilities include conducting health assessments and pre-employment screenings, supporting colleagues with work-related health concerns and providing specialised training on medical conditions. You'll assist with workplace risk assessments, administer vaccinations when necessary and collaborate on initiatives to enhance staff wellbeing.

Your **general responsibilities** extend to coordinating first aid resources and training throughout the college, maintaining confidential health records and actively participating in the Health & Safety Committee. You'll also contribute to developing health policies and procedures whilst ensuring compliance with all relevant health and safety regulations.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed” and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**(W*e reserve the right to close this role sooner)***

**Closing date 29th September 2025**

**Interview date to be confirmed**

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**Job Description**

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| **Position Details:** |
| **Title:** | College Nurse |
| **Department:** | Learning Support |
| **Fraction:** | 0.3293 |
| **Status:** | Permanent |
| **Grade:** | SO |
| **Child/Vulnerable Adult Contact:** | Yes  |

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| **Reporting / Department Details:** |
| **Responsible to:** | Head of Safeguarding and Wellbeing |
| **Functional links with:** | Learning Support, Human Resources, all college staff |

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| **Job Purpose:** |
| To develop, co-ordinate and share in the delivery of a college-wide health service for students and staff. |

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| **Main Duties and Tasks:** |
| **Students*** Provide first aid, emergency care and ongoing health support to students.
* Offer confidential advice on a range of health and wellbeing concerns, including mental health, sexual health, and lifestyle choices.
* Work with the Learning Support Team to review medical needs as part of the Education Health and Care Plan Consultation process, as required, and make recommendations as required.
* Provide support for the medical and personal care needs for students with disabilities.
* Liaise with relevant agencies and parents to gather medical information to inform student safeguarding and wellbeing.
* Give advice on medical issues to staff completing risk assessments for learners with disabilities.
* Be responsible for the safe keeping of prescribed drugs and supervise their administration.
* With the Head of Student Experience and the Head of Safeguarding and Wellbeing, promote health education initiatives within the college, including awareness campaigns on topics such as mental health, substance misuse and healthy living.

**Staff*** Conduct health assessments for new and existing staff, including pre-employment health screenings.
* Support staff with work-related health concerns, offering advice on managing medical conditions in the workplace.
* Provide training and medical updates to teams working with learners with disabilities and learning difficulties.
* Assist with workplace risk assessments, ensuring compliance with health and safety regulations.
* Provide vaccinations and immunisations where required, such as flu vaccinations.
* Collaborate with HR and management on staff wellbeing initiatives, sickness absence management and return-to-work plans.
* Assist in the identification, promotion and delivery of Continuing Professional Development (CPD) to ensure the implementation of health-related issues arising from College policies.
* Establish, maintain and develop good relations with College staff in related areas of work, e.g. Safety, Human Resources, Student Services, Student Union and the course team delivering programmes for students with learning difficulties.

**General*** Coordinate first aid resources throughout the College including but not limited to:
	+ Manage and place orders for supplies, equipment and facilities necessary to provide first aid.
	+ Coordinate training and support for first aiders.
* Maintain confidential student and staff records and provide accurate statistical data to be used for the evaluation and future planning of the service
* Be an effective member of the College Health & Safety Committee and prepare regular reports for the Committee on statistics and impact.
* Contribute to and update existing health policies, ensuring policies and procedures align with national healthcare and safeguarding guidelines.

Work closely with the Health and Safety Manager and ensure compliance with health and safety regulations and minimising health related hazards for students and staff |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: AP Date: march 2025UPDATED BY: HR Date: July 2025 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Nurse** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | * Broad knowledge and experience of general nursing
* Experience in Occupational Health
* Experience in mental health first aid or counselling.
 | A / IA/IA/I | * Experience of working with students or young people
* Experience of working with people with disabilities or learning difficulties
* Experience of health education/health promotion
 | A / IA/IA/I |
| **Skills and Abilities** | * Capacity to exercise independent nursing judgement
* Ability to relate to students, particularly 16–19-year-olds, gain their confidence and be supportive
* Knowledge of relevant legislation, including health and safety and infection control.
* Demonstrate a pro-active, creative and flexible attitude regarding the development of

the service* Ability to work on own initiative and Integrate with the College community
* Good written communication and administrative skills
* Ability to work calmly under pressure.
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| **Qualifications** | * Registered General Nurse or equivalent
* Willingness to obtain Occupational Health qualification
 | A / IA/I | Occupational Health qualification | A |
| **Personal Qualities** | Commitment to continuing professional developmentA demonstrable commitment to Equality & Diversity and Nescot ValuesCommitment to safeguarding, PREVENT & promoting the welfare of studentsThe required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIMI |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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