**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title**

Health Centre Matron

**Reports to**

Sister in Charge of Health Centre

**Contract**

Temporary until 31st August 2021. Term-time only. Varying shifts, to include weekends, days and nights, around business needs and individual flexibility.

**Salary**

£9.40 per hour with a guaranteed retainer of 15 hours paid per week during term time.

**Purpose of Role**

To provide medical cover for the Health Centre on a flexible basis, including assisting with the on-site COVID testing of students and staff. The Health Centre is an on-site facility supporting students and staff with pastoral and medical needs. You will be part of a large and supportive multi-disciplinary team.

**Key Duties and Responsibilities**

* Provide medical cover for students, including emergency overnight care
* Support boarding staff in houses, and other matrons
* Care for unwell or injured students
* Administer over-the-counter and prescription medicines
* Provide medical care to suspected or confirmed cases of COVID-19 amongst students, for which full PPE protection will be provided
* Assist with all aspects of the on-site lateral flow testing
* Respond to medical emergencies as a First Aider
* Assist with Health Centre administration
* Have awareness of Individual Health Care Plans (IHCPs)
* Any other duties as required, and commensurate with the role.

**Person Specification**

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|  | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | * N/A | * First Aid qualification |
| EXPERIENCE | * Demonstrable work history | * Experience of working in a healthcare/medical setting |
| SKILLS | * A team player and the ability to work with a large number of colleagues whilst being supportive of others * Good organisational skills * Good communication skills * Good IT skills * Ability to evaluate and create solutions * Ability to adapt and respond to situations |  |
| ATTITUDES & APPROACH | * Calm * Friendly * Empathetic * Approachable * Caring * Flexible * Takes personal responsibility * Willingness to learn/train |  |