



الكلية العالمية للهندسة والتكنولوجيا

GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

بالإرتباط الأكاديمي مع جامعة غرب إنجلترا البريطانية
In partnership with the University of the West of England - Bristol



Job Title: Part - Time Nurse

Reporting To:

Post Holder:

Effective Start Date:

Description

The Part-Time Nurse is responsible for providing first aid and basic nursing care to students and staff during the designated working hours. The role supports the College Clinic in managing minor illnesses and injuries, monitoring students with existing medical conditions, maintaining accurate medical records, and promoting health and safety within the College.

The position also contributes to health promotion and wellness activities and coordinates with parents/guardians, emergency services, and relevant College personnel when required.

Duties and Responsibilities:

- Provide first aid and basic nursing care to students and staff.
- Assess and manage minor illnesses, injuries, and common health concerns.
- Provide appropriate first aid and immediate care in emergency situations within the scope of nursing practice.
- Monitor students with existing medical conditions and provide necessary support.
- Maintain accurate and confidential medical records, clinic documentation, and incident reports.
- Monitor and maintain the availability of essential first aid and medical supplies.
- Check and maintain first aid boxes and ensure necessary items are available and within expiry dates.
- Maintain a clean, safe, and hygienic clinic environment in accordance with infection control standards.
- Coordinate with emergency medical services and parents/guardians when required.

- Refer students or staff to appropriate medical facilities when further medical assessment or treatment is required.
- Support health, safety, infection control, and emergency procedures within the College.

Candidate characteristics:

- Good knowledge of first aid and basic nursing care.
- Good assessment and decision-making skills.
- Excellent communication and interpersonal skills.
- Good spoken and written English communication skills.
- Strong organisational and time-management skills.
- Ability to work independently and respond calmly and effectively to emergencies.
- Ability to maintain accurate medical records and documentation.
- Ability to maintain confidentiality and handle sensitive health information professionally.
- Good understanding of infection prevention and control practices.
- Ability to work collaboratively with students, staff, parents/guardians, and healthcare professionals.
- Commitment to student health, safety, and wellbeing.

Requirements:

- Bachelor's Degree in Nursing from a recognised institution.
- Valid nursing registration/licence as required by the relevant authority.
- Valid Basic Life Support (BLS) certification is preferred.
- Previous experience in a clinic, school, college, hospital, or similar healthcare setting is preferred.
- Experience in providing first aid and managing minor illnesses and injuries is an advantage.
- Good English communication skills.

[Apply Now](#)