

Are you looking to start a career in Dental Nursing and do you live in the Plymouth area?

We have exciting opportunities available for individuals to work with us whilst studying to become a qualified Dental Nurse.

We are looking for individuals that:

- Have the ability to work well with others
- Have the patience and ability to remain calm in stressful situations
- Are sensitive and understanding
- Have excellent maths, literacy and communication skills
- Have the motivation and determination to complete a structured training programme both inside and outside working hours

You will work towards your qualification in our state-of-the-art dental education facilities whilst receiving mentoring and guidance from experienced clinical staff.

Peninsula Dental Social Enterprise (PDSE) are an award-winning Social Enterprise and Community Interest Company. We provide NHS treatment and outreach services to local communities in Devon and Cornwall and we work closely with the University of Plymouth's Peninsula Dental School to support the clinical education of its dental healthcare students.

As a social enterprise, we are a values driven organisation with a focus on patient-centred care and addressing local oral health needs.

This role includes:

- Generous holiday entitlement, plus the opportunity to purchase additional holiday
- Access to an online training programme and exams
- Access to an online CPD platform
- Additional CPD at our two company Away Days each year
- Access to the Scottish Widows pension scheme with generous employer contributions (subject to eligibility criteria)
- Paid Indemnity Insurance
- PPE and scrubs provided
- Access to our Employee Assistance Programme
- Access to our Cycle to Work Scheme
- Opportunities to contribute to company development through our dedicated 'team talk' channels

This is a fixed-term contract, usually for a period of 18 months. This post is subject to enhanced clearance from the Disclosure and Barring Service.

If you wish to find out more about this exciting opportunity, please contact one of our Clinic Team Leaders, Tracey Ruff 01752 437819 or Marie Shearman 01752 434351 or email [PDSE-recruitment@plymouth.ac.uk](mailto:PDSE-recruitment@plymouth.ac.uk)

Please apply via this website or if you would prefer to submit a CV, you can submit this via our [website](#) or you can email it to us at [PDSE-recruitment@plymouth.ac.uk](mailto:PDSE-recruitment@plymouth.ac.uk)

**Role: Trainee Dental Nurse**  
**Grade: National Minimum Wage**  
**Reports to: Clinic Team Leader**

**Role summary:**

The role holder will be enrolled with an online training provider and will be mentored by experienced clinical staff to support the provision of high quality, safe, clinical care which includes all aspects of Primary Care Dentistry and the associated administrative tasks. The role holder will also be required to take part in student activities such as induction and assessments.

**Key accountabilities:**

- Effective and efficient engagement with all processes required to support the provision of clinical care
- Liaison with clinic staff and students to maximise the efficiency of the clinics
- Ensure all activities are undertaken in compliance with Equality and Diversity regulations for staff, students and patients
- Ensure all clinicians and students are adhering to policies, protocols and processes
- Work as a chairside Dental Nurse

**Measures of success:**

- Excellent time management and self-motivation to achieve targets and meet set deadlines
- Successful outcomes to items listed in role summary and other delegated tasks
- Successful delivery of key priorities and objectives agreed with manager and as part of the performance development review
- Positive customer feedback
- Manages competing demands

**Knowledge, Education and Training:**

- Excellent numeracy and literacy skills (minimum GCSE grade C, or equivalent, in maths and English)
- Computer literacy, including competence with Microsoft Office

**Experience:**

- Evidence of work in, or an interest in working in, a clinical dental environment

**Skills**

- Ability to work as an individual within a team environment
- Excellent interpersonal, communication and presentation skills, both verbal and written
- Understanding of how internal processes can impact on organisational performance
- Able to prioritise and move between tasks to meet deadlines

## **Behaviours**

- Demonstrates self-leadership
- Demonstrates enthusiasm and commitment at all times
- Demonstrates commitment and support to PDSE, to PDSE managers and to colleagues
- Self-motivated and committed to the training programme
- Uses initiative to start and complete tasks without direct supervision
- Takes ownership of tasks
- Uses own expertise and uses it to develop others
- Supports others to achieve goals
- Forms good working relationships with colleagues to achieve successful outcomes
- Ability to manage multiple tasks and competing demands

This post requires self-study which takes place out of normal working hours. Trainee Dental Nurses must demonstrate commitment to, and understanding of, the course and an understanding of the level of commitment required.

It is essential that Trainee Dental Nurses have access outside of work to a computer with internet connection.

This post requires Hepatitis B immunisation and other health clearance as stipulated by Occupational Health.

Staff on 52 week contracts must take the majority of their annual leave allocation outside of term time. Requests for annual leave within term-time will only be granted if the functioning of the clinics will not be compromised.

Plymouth-based Dental Nurses will be routinely required to work across both Plymouth sites and may occasionally be required to work in Exeter or Truro. Exeter and Truro based staff will routinely be based in one site and may occasionally be required to work in any of the other sites.

## **Other:**

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery.

This job description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager. Job descriptions should be reviewed at least annually at the appraisal meeting.

Normal working hours are 0845 to 1700 Monday to Friday, however on occasions to meet business need you will be required to work revised hours, typically between 0800 and 1800.

An enhanced DBS Check will be carried out.