



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Dental Nurse

TEAM: Health Services

REPORTS TO: Dental Officer

JOB PURPOSE:

1. To assist chair-side with the Dental Officer during Restorative, Periodontal, Orthodontic, Prosthetic and surgical treatments and laboratory work.
 2. To carry out administrative duties including reception, ordering of materials, payments.
 3. To maintain the cleanliness of the surgery/clinic and ensure the correct method of decontamination and sterilisation of instruments and equipment.
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MAIN DUTIES:

1. To assist with duties requested by the Dental Officer during and after patient treatments.
2. To act as the Infection Control Lead Dental Nurse being responsible for the Decontamination and sterilisation of Dental equipment and instruments, decontamination of the surgery and maintain the Q.A. programme for sterilisation equipment.
3. Assist with laboratory work.
4. Keep patient records updated, manage the appointment book and prepare appointments for distribution.
5. Provide secretarial support for the Dental Officer.
6. Check and maintain stock levels appropriately and assist with ordering of materials.
7. Prepare laboratory items for mailing to the UK.

8. Prepare and distribute invoices for fee-paying patients.
9. Maintain cash account.
10. Assist with school visits to carry out check-ups with the Dental Officer.
11. During the absence on leave of the Dental Officer and until such time as a locum dental officer is in place, the dental nurse will be required to manage the clinic with regard to answering emails, telephone calls and general enquiries. The dental nurse will need to make appointments and be available to advise walk-in patients.
12. To undertake any other related duties within your scope of practice that may be required by the Dental Officer.
13. Assist with accurate record keeping and completion of various dental audits throughout the year.
14. Play an active role as an oral health educator in promoting good oral health advice in the clinic and when required in the community in the prevention of dental disease.
15. To act as a first aider in the workplace.

RESPONSIBILITIES:

General – Should have a confident, outgoing and pleasant personality and work in a professional manner as stated in the GDC professional Code of Conduct. Must be happy to work in a surgical environment alongside the Dental Officer but with a degree of self-reliance and independence; should be flexible to work with occasional emergencies outside of normal surgery hours.

Financial – Basic cash book accounting. Will be dealing with cash up to £1,000.

Health and Safety – Must be aware of the sterilising and disinfection procedures and requirements pertinent to the surgery following the HTM 01-05 guidelines; must also comply with AIG's QHSE processes and procedures.

Equipment – Must be competent and follow training in the correct use of general dental surgery equipment – autoclave, amalgamator, aspirator etc.

Confidentiality – Must be sensitive and sympathetic to patient anxieties and maintain a high degree of patient confidentiality.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

1. A qualification in Dental Nursing.
2. Must be registered with the GDC.

3. Must keep a record of proof of keeping skills and knowledge up-to-date by self-study or attending training courses. Providing an ECPD record in accordance with GDC registration.
4. A good standard of education, especially in English and Mathematics.
5. Must have good IT skills.
6. Must have good customer service skills.
7. Must be flexible to meet the needs of the Organisation.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Updated May 2026