



**Position:** Casual- School Nurse  
**Reports to:** Director of Business Services  
**Type of Employment:** Casual

### ABOUT THE POSITION

Shellharbour Anglican College is seeking to appoint a positive, kind and enthusiastic casual School Nurse to care for students, staff and visitors. We are seeking someone who enjoys working collaboratively, who has a special interest in caring for children, is a good communicator, and is flexible and approachable. The School Nurse has primary responsibility for managing the health and wellbeing of students, staff and members of the school community. This includes providing senior level first aid to all students, administering and monitoring medications, ensuring all first aid kits are stocked, and ensuring the school is meeting all regulatory compliance and responsibilities. The School Nurse will work closely with the Heads of School, Coordinators of Pastoral Care in the College and other pastoral staff and the School Counsellors. The role will also provide assistance for general administrative duties as required.

### ROLE RESPONSIBILITIES

The role of the School Nurse will encompass a range of responsibilities within the following key areas:

- Consultation and Communication with internal and external stakeholders
- Medical Record and Supplies Administration
- Child Safety
- Risk and Compliance

### Consultation and Communication:

- Creating a welcoming and supportive environment for students attending the Health Centre.
- Provide effective nursing and ensure appropriate and timely first aid treatment for students and staff during the school term.
- Oversee and administer medication to students which is supplied by parents/guardians. Management of emergency medical situations.
- Attend to the needs of sick bay as well as ensuring a clean and sanitary environment. Support staff in the management of students with mental health needs.
- Provide health advice regarding the management of student health needs to staff as applicable. Contact and refer to other medical and health practitioners, where appropriate and applicable.
- Coordinate student and staff immunisation programs.
- Provide prompt and cheerful service to students, staff and parents.
- Demonstrate exceptional interpersonal skills.
- Communicate with parents or guardians regarding illness and injury related matters.
- Communicate with appropriate staff on the health and welfare of student needs as appropriate.
- Ensure that staff are up to date in relation to medical alerts/medical data, particularly in relation to Diabetes Management Plans, Anaphylaxis and Asthma management and communication plans.

### **Medical Records and Supplies:**

- Manage the administration, stock control and ordering of medical supplies across the School.
- Maintain First Aid kits and medical equipment, ensuring stock is within date.
- Prepare first aid kits and provide medical data for events / excursions / incursions.
- Maintain well documented health records on all students including medical history, incidents and treatment.
- Ensure medical management plans for students with anaphylaxis, asthma, diabetes and other serious medical conditions are updated regularly.
- Annually review student medical forms, prepare and communicate medical information.
- Report and document incidents.

### **Administration:**

- Communicate changes and all other necessary information to students, parents and staff.
- Answer phone enquiries and handle routine parent issues or concerns.
- Process and update documents into Edumate as required.
- Other duties as directed by the Principal.

### **Child Safety:**

- Report all concerns regarding the safety of our students to the Principal in accordance with the School's Child Protection policies.
- Develop and maintain a thorough understanding of Child Protection obligations by reviewing the School's Child Protection policies and completing mandatory induction and ongoing training.
- Uphold the highest standard of child safety culture and awareness.

### **Risk and Compliance:**

- Adhere to the School's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), Code of Conduct, Child Safety and emergency response practices.
- Consistently uphold the School's values and comply with all school policies and procedures.
- Promote safe work practices for all staff and students.

### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Current Registered Nurse with the Nursing and Midwifery Board of Australia. First Aid Certificate and thorough knowledge of first aid procedures.
- CPR Certificate.
- Training in Anaphylaxis and Asthma Response and Management.
- Mental Health First Aid Certificate or equivalent experience (or willingness to train in this area).
- Valid Working with Children Check.
- Competent in Microsoft Office Suite applications.
- Experience with a student record management database such as Edumate will be highly regarded but not essential.

### **PERSONAL ATTRIBUTES**

- Committed Christian and an active member of a church.
- Interpersonal skills that portray a welcoming atmosphere, friendly and helpful nature. Ability to handle sensitive information with a high level of discretion.
- Punctuality, reliability and flexibility.
- Initiative and problem-solving skills.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting deadlines.
- An awareness of the academic, pastoral and community aspects of College life.
- Supportive of and participation in the Christian ethos of the College.

**APPLICATIONS CLOSE:** Friday 3 July at 5pm

### **CHILD SAFETY**

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

### **WHS**

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training.

### **PAY AND CONDITIONS**

Employment will be subject to the provisions of the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 or any industrial agreement that replaces that award.