

Role Description

School Nurse, Senior School

Reports to: Head of Student Wellbeing

Position: Monday to Friday 9.30am – 5.30pm, term time only

Role Purpose:

This position is based in the Senior School campus. This role will involve working predominantly with Senior School students; however, the nurse may be required to assist in the care of unwell staff and girls across campuses, and to provide assistance and/or advice in clinic management.

Key Responsibilities (in conjunction with other Health Centre staff):

- Oversee the effective running and presentation of the Health Centre
- Care for unwell and/or injured students and staff
- Maintain privacy and confidentiality at all times
- Dispense medication as per School and legislative requirements
- Communicate regularly with the relevant Heads about the health of the students
- Meet fortnightly with the Head of Student Wellbeing
- Respond to enquiries as the first point of contact for student medical needs
- Communicate clearly with parents and staff about matters relating to student health
- Manage the health records for the Senior School students and review records as required
- Manage, order and supply the School's first aid equipment across the Senior School campus
- Manage and maintain accurate and up-to-date records and plans for students and all staff with anaphylaxis, asthma and other chronic conditions
- Manage all aspects of defibrillator upkeep and first-aid kits across all sites
- Liaise with the Head of Campus, Heads of Department, Sport and Cocurricular Coordinators about excursions, camps and other school activities
- Co-ordinate the provision of first-aid services at major school events
- Prepare first aid packs to accompany all excursions (all offsite activities, including camps)
- Contribute to WHS matters and to risk assessments as required
- Maintain currency in contemporary health issues affecting Australian girls, for example mental health and general wellbeing
- Play an active role in emergency drills and procedures
- Attend off site activities as required (including excursions and camps)
- Attend Pastoral meetings fortnightly
- Any other duties as required by the Principal.

Qualifications:

- The successful applicant will be a Registered Nurse
- Current first aid and CPR accreditation.

Skills and Attributes:

- A thorough knowledge of current nursing practices and techniques
- Technological competence and a willingness to learn more about relevant IT systems
- Strong interpersonal skills, communicative and collaborative; an excellent team player
- Understanding of Child Protection issues and mandatory reporting requirements
- Apply discretion at all times

- Organised and tidy
- Approachable and cheerful
- Be thorough, with excellent attention to detail and accuracy
- Be organised, reliable in follow through and able to prioritise
- Fully embrace and support the Christian ethos of Meriden as an independent Anglican School
- Be loyal to the School and the Principal.