



Senior School Nurse | Position Description

Reporting to: Deputy Head

Why your role matters?

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the School achieve its objectives.

This position has primary responsibility to provide direct health care to our students during school term time and oversee management of the Health Centre. In particular being responsible for the term time daily health needs of both day and boarding students. This includes providing first aid and initial assessment of illness through a well-equipped 24/7 Health Centre, providing safe & effective direct nursing care in line with nursing best practice principles, as well as liaising between local Doctor's and the Boarding House.

What do you have to do to succeed:

- Know and treat each child in your care as an individual and encourage self-discipline and a sense of responsibility
- Ensure the health needs of a student or staff member suffering an illness or accident are effectively met
- Monitor the health status of boarding students, and where applicable and with parental consent, refer on to relevant appropriate health/medical specialists
- Understand and promote the School's Child Protection Policy and Procedures
- Provide administrative support in the clinic including filing of Student Medical Records
- Use professional judgement to solve problems or escalate issues when there are no clear methods or procedures in place for doing so
- Deliver specific objectives as agreed with the Deputy Head to achieve the values, goals and strategies of the School
- Ensure compliance with the Schools Code of Conduct and all other internal policies and procedures
- Effectively oversee the Management of the Health Centre by supervising all nursing staff, coordinating the nursing roster, ensuring systems are efficient and effective, and policies and procedures are up to date

What do you need to succeed?

- Registered Nursing qualifications with clinical experience and the ability to work with school-aged children and adolescents
- Current Registration certified by the Australian Health Regulators Agency
- Current CPR and First Aid qualifications

- Active interest in School Nursing, pediatric and/or adolescent health. Experience in managing immunisation programs, anaphylaxis and allergy action plans, diabetes, asthma and mental Health needs in community settings
- Proven ability to work within the WHS management systems including reporting incidents/accidents to the appropriate staff as soon as possible
- Provide prompt and cheerful service to staff, students, parents & visitors including exceptional communication and liaison skills with both children & adults
- Ability to work independently, make decisions & handle unexpected situations in a mature & professional manner
- Willingness to be on-call or stay overnight where needed
- Ability to maintain high levels of confidentiality & professional conduct
- Intermediate computer skills in the Microsoft Office suite of programs
- Current driver's license
- A valid Working with Children Check clearance

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation