

School Nurse | Position Description



Position title: School Nurse

Reporting to: Senior Nurse

Position summary:

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.

Ascham has a dedicated Health and Wellness Centre which is located in Holmwood House. The Health Centre provides:

- First aid and nursing care to all students, staff and visitors
- Acts as a first point of call for our boarding students a
- Is responsible for the daily health needs of both boarding and day students
- Assist the boarders with their medical, dental and physio appointments
- Provides health education for both students and staff

The Health Centre and Boarding Team work closely together to ensure that the Ascham boarders have access to high quality nursing care 24/7 during term time.

Duties and Responsibilities:

- Provide first aid and medical assistance to all students, staff and visitors.
- Is responsible for the promotion of health and wellbeing to all.
- Use your professional judgement to solve problems or escalate issues when there are no clear methods or procedures in place for doing so.
- 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 and/or medical specialists.
- Be flexible and adaptable.
- Provide administrative support in the clinic

Professional Development

- Maintain continuing professional development in accordance with AHPRA requirements

Professional Behaviour

- Contribute to the life of the School
- Behave in professional and confidential manner at all times

- Respond to parent concerns in a timely and professional manner

Qualifications and Experience:

Qualifications:

- Registered Nurse with the Australian Health Practitioners Regulation Authority (AHPRA)
- Current CPR and First Aid certificates

Essential Criteria

- Clinical experience in a school or other educational environment, paediatrics, emergency or general practice.
- A minimum of 5 years' experience as a Registered Nurse
- Must hold, or be willing to obtain, a valid Employee Working with Children Check
- Excellent communication and interpersonal skills
- Ability to work to work independently, make decisions & handle unexpected situations in a calm and professional manner
- Ability to attend camps, sporting events and excursions outside of normal working hours in capacity of School Nurse as required or requested
- Ability to be participate in the on-call roster or stay overnight when needed
- Have the right to work in Australia

Desirable Attributes:

The ideal candidate would have:

- Experience in a similar role
- Mental Health First Aid certificate
- Experience of working with juvenile diabetes
- Computer literacy

Please Note:

It must be noted that schools are a complex and dynamic working environment that no job description can truly capture the complexity of tasks. This means that there may be other tasks, not described as above, that may be required from time-to-time. Flexibility and adaptability is therefore a necessity, as all positions evolve and change over time.

Name: _____

Signed: _____

Date: _____