

Senior School Nurse | Position Description



Position title: Senior School Nurse

Reporting to: Deputy Head

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.

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.

Duties and Responsibilities:

- 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. Review all new student health information, manage new and current student medical files. Ensure medical information is communicated to staff as appropriate to ensure the wellbeing of the student and medical needs are met.
- 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.
- Facilitate NSW schools immunisation program in collaboration with the Local Public Health Vaccination Team
- Manage Health Centre Budget

Essential Criteria

- 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, paediatric 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 as part of a roster and stay overnight where needed.
- Willingness to attend camps and excursions outside of normal working hours in capacity of school nurse as required or requested
- 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.
- Excellent communication skills. Will need to be able to communicate with school personnel, teaching and support staff, parents and guardians, to effectively manage the health care needs of students.
- Able to advise on infection control measures to minimise infection risk to self, students, staff and community
- Educate and train staff as required including but not limited to asthma management, allergy and anaphylaxis updates.
- Attend education sessions and ensure continuing professional development to maintain current skills required to fulfil role as school nurse.

Name: _____

Signed: _____

Date: _____