



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Senior School Nurse

REPORTS TO: Heads of Sections

LOCATION: Keilor East, Moonee Ponds and Essendon Campus

PURPOSE

To support the health and well-being of students and as required staff and visitors.

THE SCHOOL

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve and is associated with the Uniting Church. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebse House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The school promotes a learning environment that encourages deep and meaningful thinking while supporting the care and wellbeing of each student so they can thrive and reach their full potential. The academic programme is complemented by a diverse co-curricular programme of Drama, Dance, Music, and Sport.

POSITION CONTEXT

Reporting to the Heads of Sections and indirectly to the Director of Operations and Engagement, Deputy Principal and Principal, and liaising closely with the Health Administrator, the Senior School Nurse is responsible for supporting student well-being by providing high-quality nursing care and maintaining a high level of integrity and trust, working with others in a professional and supportive manner.

The Senior School Nurse is based at the Keilor East campus, and there are School Nurses based at the Essendon and Moonee Ponds campuses. All nurses may be required to work across other campuses as required.

The Senior School Nurse is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

KEY RESPONSIBILITIES

The Senior School Nurse will perform the following duties:

- Provide first aid and emergency care to students and others onsite as required who become injured or ill, in line with School policies and procedures.
- Liaise with relevant staff and parents, reporting student first aid and emergency care, as required.
- Conduct health assessments of students as needed, to identify and address health concerns.
- Administer medications and support to students as prescribed by healthcare providers and maintain medication records.
- Develop and implement health promotion and education programs for students such as nutrition, hygiene, and disease prevention, as required and as time permits.
- Attend events within usual hours, such as sports days to provide first aid as required.
- Participate in and facilitate meetings and training, as required.
- Coordinate the School Nurses based at the Junior Schools and provide relevant support and guidance, as required.
- Identify and attend to risk management issues relating to first aid and report all safety matters in line with school policy.
- Assist with the annual anaphylaxis risk assessment, in collaboration with the Health Administrator, HR&OHS Coordinators and Risk and Compliance Manager.
- Coordinate the planning and implementation of the Immunisation Program and the Flu Vaccination program for staff.

First Aid

- Order all 1st aid supplies for the school and monitor and report on usage to the school leadership

- Audit all 1st aid rooms and AEDs on each campus at the start of each term and replenish/replace where needed. Making sure each venue has the required 1st aid equipment and stock. (eg stretcher/ crutches/ wheelchair/ band aids etc).
- Keep records of the expiry dates of all generic/school epipens and replace when necessary.
- Perform the duties of Concussion Officer, in accordance with the school's Concussion Management policy.
- Complete Mental Health 1st Aid training and act as a Mental Health 1st aider for staff and students, as required.

Together with the Health Administrator, the Senior School Nurse will:

- Maintain accurate and confidential student health records.
- Compile and present data and reports as required.
- Liaise with parents/caregivers prior to camps and trips regarding medical and healthcare needs for their child, as required.
- Support student health needs by ensuring that health information regarding every student is current, comprehensive and clearly communicated to relevant members of the school community.
- Liaise with Heads of Section to ensure student health information is recorded, kept up to date and distributed appropriately.
- Ensure accurate records of treatments provided are kept for reporting and reference as necessary.
- Collaborate with school nurses, staff, such as teachers and administrators, to promote a healthy school environment and address health concerns.
- Act as a resource person for staff.
- Follow local, state, and federal regulations related to the role.
- Undertake professional learning activities regularly to be alert to current professional issues and trends.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards and ensure any child safety concerns are reported immediately.
- Other duties, as required by the Head of Section, Director of Operations and Engagement, Deputy Principal or Principal.

SKILLS AND COMPETENCIES

The Senior School Nurse will be a caring and professional individual, with the following skills and attributes:

- Registered nurse with relevant nursing qualifications (registered with AHPRA)

- Experience working in education (preferable)
- Current Level 2 First Aid, CPR Anaphylaxis and Asthma Management certification
- Strong communication and interpersonal skills
- The ability to work flexibly in responding to emergencies
- The ability to effectively prioritise tasks and provide prompt and efficient service
- The ability to build positive and trusting relationships with students, staff and parents
- The ability to provide effective guidance and support to others
- The ability to work independently
- Competent information technology skills
- The ability to work collaboratively with other school staff members.
- A commitment to student care and wellbeing, including a commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Current Working With Children Check
- Current driver's licence

CONDITIONS

Hours of work: Full time, 8am to 4.06pm Monday to Friday, or other hours as agreed.

Relevant Award: *Educational Services (Schools) General Staff Award 2020.*

Salary: Dependent upon skills and experience.

CONCLUDING REMARKS:

The position description should not be seen as limiting and is open to review, by negotiation, by either party.