



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION:	School Nurse
REPORTS TO:	Senior School Nurse, 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 located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located 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 the Senior Nurse and liaising closely with the Health Administrator, the School Nurse is responsible for supporting student health and well-being by providing high quality First Aid care and maintaining a high level of integrity and trust, working with others in a professional and supportive manner.

There are two School Nurses and one Senior School Nurse based at Essendon, Moonee Ponds or the Keilor East campus. All nurses may work across other campuses as required.

The 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 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 matters, as required.
- Administer medications and support to students and staff members as prescribed by healthcare providers and maintain medication records.
- Attend events, such as sports days to provide first aid as required within usual hours.
- Identify and attend to risk management issues relating to first aid and report all safety matters in line with school policy

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

- Maintain accurate and confidential student health records.
- Conduct health assessments of students as needed, to identify and address health concerns, seeking direction from the Senior School Nurse as required.
- Liaise with parents/caregivers prior to camps or trips regarding medical and healthcare needs for their child, as needed.
- Ensure that health information regarding every student is current, comprehensive and clearly communicated to relevant members of the school community to ensure that students' health needs are supported.
- Liaise with the Head 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.
- Liaise with school staff, such as teachers and administrators, to promote a healthy school environment and address health concerns.
- Follow local, state, and federal regulations related to the role.
- Undertake professional learning activities regularly in order 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, Vice Principal or Principal.

SKILLS AND COMPETENCIES

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

- Enrolled 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 work collaboratively with other school staff members.
- Competent information technology skills
- 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: 10.30am to 2.30pm, from Monday to Friday (0.52 fraction) during term times only, with paid school holidays.

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

Salary: To be negotiated, 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.