



POSITION DESCRIPTION

POSITION:	Registered Nurse- Division 1
DEPARTMENT:	Toorak Health Centre
CAMPUS:	Toorak Campus
REPORTS TO:	Head of Nursing Services
DIRECT REPORTS:	N/A
EMPLOYMENT STATUS:	Part time Term time only 39 working weeks
CLASSIFICATION:	A6
APPROVAL:	August 2025

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

The Toorak Health Centre is located at the Toorak campus. This position will assess and manage student illness, injury and accident. This position will also include the day-to-day management of the Centre, ensuring functions of the Centre are carried out in accordance with School policy and procedures and compliant with current regulations and legislation. The Head of Campus and the Head of Nursing Services (located at the Corio campus) will also be available for support and assistance.

KEY RESPONSIBILITIES

The Registered Nurse (Division 1) is responsible for the following tasks:

- Day-to-day management of the Toorak Health Centre to ensure that the functions of the health centre are carried out in accordance with School policy and procedures and that they comply with current regulations and legislation. For example, Anaphylaxis protocols, WorkSafe notifications and Mandatory reporting
- Assess and manage illness, injuries and accidents of students attending the Centre or on Campus
- Provide safe, caring and restorative supervision for students in the health centre until suitable arrangements can be made for them to receive care off campus
- Provide basic first aid and assessment for staff, families and visitors in emergencies
- Refer to the School's Head of Nursing Services, Senior Medical Officer, Psychologists, Counsellors and other allied health professionals as appropriate
- Liaise with other health workers, school personnel and parents as required
- Inform the Head of Nursing Services/Head of Campus of any reportable accidents or illnesses as defined in the School policies, and for example, by WorkSafe Victoria or The Department of Health and Human Services
- Undertake appropriate and accredited training and maintain currency in relation to Management of Anaphylaxis in Schools, in accordance with School policy and relevant legislation (Ministerial order 706). Currently, this includes 22300VIC – Course in First Aid Management of Anaphylaxis and 22303VIC Campus Anaphylaxis Supervisor (22303VIC)
- Order, store, monitor and administer medications and medical supplies in accordance with Drugs, Poisons and Controlled Substances Regulations
- Maintain accurate, up-to-date nursing records on all students in their student medical file
- Ensure all information concerning students is maintained in the strictest confidence
- Comply with OH&S regulations in work practices and maintenance of the environment and equipment
- Undertake professional development relevant to the role and in accordance with professional Nursing registration and standards
- Track all Health Centre presentations across the term and prepare a report for the Head of Nursing Services
- Conduct professional learning and development for staff to ensure compliance with asthma and anaphylaxis training mandates for teachers
- Organise First Aid Training for staff and maintain an accurate record of First Aid and CPR training

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Head of Campus
- Deputy Head of Campus
- Administrative and support staff
- Teaching staff
- Occupational Health, Safety and Wellbeing Business Partner
- Health Centre staff (nursing staff at other campuses)
- Senior Medical Officer

External liaisons

- Parents and families
- Visitors to campus

KEY SELECTION CRITERIA:

The Registered Nurse (Division 1) requires the following key skills, qualifications and attributes

- Well-developed verbal and written communication skills
- The ability to develop rapport and build effective and professional interpersonal relationships with students, staff, and treating health professionals
- An ability to work within a multi-disciplinary team and to support a holistic partnership with teachers, parents and student wellbeing staff
- Balanced, tolerant and sensitive approach to others
- A proven ability to adhere to nursing practice and OH&S policies and guidelines
- A proven ability to maintain and document student medical records and files, and to ensure and maintain patient confidentiality as required
- The ability to fulfil the physical demands of the role and to operate as the sole practitioner when required
- Basic computer skills and the ability to use Microsoft Office, Synergetic and the School's database/portal
- A willingness and capacity to undertake professional development relevant to the role

QUALIFICATIONS AND EXPERIENCE:

- Current registration with APHRA as a Registered Nurse – Division 1
- Victorian Working With Children Card (Employment)
- National Police Check

Highly desirable

- Paediatric and adolescent health experience and qualifications
- Current driver's licence

Desirable

- School nursing experience/qualifications preferred
- Current First Aid/Sports medicine certificate
- Previous accident and emergency experience
- Nurse immunisation qualifications/experience

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGs website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable

to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Current drivers licence is essential to the role
- Anaphylaxis [Essential]
- First Aid [Essential]
- CPR [Essential]
- The incumbent will likely to be required to work public holidays which fall during Term time, where the School is operational