



POSITION DESCRIPTION

POSITION:	Registered Nurse (Division 1)
DEPARTMENT:	Timbertop Health Centre
CAMPUS:	Timbertop
REPORTS TO:	Nurse Unit Manager
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Part time 0.8 FTE - Ongoing
CLASSIFICATION:	GGs Operations Salary Scale - Classified A6
APPROVAL:	October 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.

Timbertop Health Centre - provides a diverse range of emergency nursing and pastoral care services and individualised holistic health care for students at Timbertop. It supports the rigorous outdoor education programme and student participation in the programme as well as conducting emergency nursing as required in the field.

POSITION OBJECTIVE

The Timbertop Nurse works at the campus Health Centre and reports to the Nurse Unit Manager/Associate Nurse Unit Manager and the Campus Business Manager. The position undertakes the full range of nursing duties. This role requires the ability to work in partnership with other external care providers, such as doctors and physiotherapists. The Timbertop Health centre has a close working relationship with the medical and welfare staff at the School's Corio campus.

The key objectives for the role include:

- To manage the day-to-day operations of the Timbertop Health Centre to ensure it provides emergency nursing and pastoral care services and promotes individualised holistic health care to students in accordance with the policies and philosophies of the school.
- To work in partnership with other staff to ensure efficient and effective resource usage and appropriate medical support and services for all students and staff.

KEY RESPONSIBILITIES

Registered Nurses are responsible for the following:

- Assist with the day-to-day management of the Timbertop Health centre, in accordance with current regulations and legislation.
- Assess and manage illness, injuries and accidents
- Refer students to doctors, counsellors and other allied health professionals as appropriate
- Liaise with other health workers, school personnel and parents
- Collect blood, urine and other samples for pathology
- Provide safe, caring and restorative supervision for inpatients
- Administer medications and medical supplies in accordance with Drugs, Poisons and Controlled Substances Regulations
- Provide basic first aid and assessment for staff, families and visitors
- Maintain accurate, up to date nursing records
- Provide health screening for new students
- Ensure all information concerning patients is maintained in the strictest confidence
- Comply with OH&S regulations in work practices and maintenance of environment and equipment

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- All Timbertop staff
- GGS Senior Medical Officer
- Students
- Kennedy Medical Centre (Corio)

External liaisons

- Parents and Guardians
- Visitors to Corio campus
- Various medical professionals and associations

KEY SELECTION CRITERIA:

The Key Selection Criteria for a Timbertop Registered Nurse include:

- Previous experience working as a nurse with proven skills in accident & emergency management.
- An ability to relate to adolescents and a sound understanding of their health needs and contemporary issues affecting adolescent health and welfare
- Well-developed communication skills and a proven ability to develop rapport and effective professional interpersonal relationships with clients (students) and other staff
- An ability to liaise and work effectively with treating health professionals, senior personnel, Heads of Unit and other teaching staff
- A balanced, tolerant and sensitive approach to others and a capacity to be flexible in approach where required
- Ability to work both independently and in a team of nursing and support staff
- Sufficient computer skills and the ability to use the Microsoft Office suite and databases
- A willingness and capacity to undertake professional development relevant to the role.
- An enthusiasm for the Timbertop philosophy

QUALIFICATIONS AND EXPERIENCE:

- Current registration with the AHPRA (Australian Health Practitioners Regulation Agency) as a division 1 Nurse
- Anaphylaxis
- First Aid
- CPR including Asthma Training

Desirable

- Previous experience in emergency nursing
- Previous experience working within a school environment

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.