



POSITION DESCRIPTION

POSITION:	School Nurse
KEY RELATIONSHIPS:	This position reports to the Deputy Principal. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Part-time, ongoing role 8:00am to 4:00pm (inclusive of 30-minute unpaid meal break). Worked over 39 weeks of the year (term time)
PRIMARY FOCUS:	The School Nurse cares for the physical health and wellbeing of each student, providing primary health care to the entire school community, within the framework of the school's philosophy. The School Nurse is responsible for the management of the delivery of healthcare to the School community, and also the training of staff in Anaphylaxis and Asthma. This position ensures School compliance and Government policy requirements are met with regard to all health care within a school environment.
DOCUMENT DATE:	October 2025

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

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Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school's employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The School Nurse is responsible for the provision of high quality, patient centered nursing care to students, staff and, where appropriate, the broader school community.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Deputy Principal

Direct report

- First Aid Officer

Associated Relationships

- Principal
- Heads of School (Junior, Middle & Senior)
- School Nurse
- School Counsellors
- Year Level Coordinators

KEY EXTERNAL CONNECTIONS

- Parents
- Doctors, Medical Providers & Specialists
- Ambulance Victoria
- Hospitals



KEY DUTIES AND RESPONSIBILITIES

1. First Aid Assessment and Consultation

- Administering first aid to students and staff as required, responding promptly and professionally to emergency medical situations ensuring appropriate immediate medical attention and follow-up action
- Deliver health information and implement strategies to assist students and staff in the participation of school life.
- Provide a high degree of emergency nursing care to the School community.
- Contact and refer to other medical practitioners where needed e.g. doctor, dentist, hospital.
- Liaise between students, parents, staff and other health professionals as appropriate
- Identify and assess the needs of students in health matters and take the necessary steps to ensure those needs are met.
- Prevent accidents and illness within the school community by addressing health and safety issues observed by School Nurse and those brought to the attention of the School Nurse by others.
- Prepare medical summaries, risk management plans and first aid kits and medicines for excursions, tours, camps and other school activities and liaise with supervising staff, parents and camp coordinator as needed.
- Contact parents when student too unwell to stay at school to arrange for them to go home.
- Administer daily medications to students, where prescribed, and liaise with family regarding these medications

2. Medical Records

- Keep student medical records up to date, confidential and accurately recorded.
- Ensuring ongoing compliance with requirements of the Ministerial Order 706: Anaphylaxis Management in Victorian Schools.
- Manage and update management plans for students with medical needs, including Individual Anaphylaxis Management Plans (IAMP), Individual Allergic Reaction Management Plans (IARMP), Health Support Plans (HSP) for various medical conditions (including asthma, diabetes, epilepsy, etc.). Record the updated plans digitally on file and in students medical kits, several department folders around the school.
- Communicating with parents/guardians of advisory review dates for medical action plans and expiry of student-supplied medication.
- Monitor for upcoming events, and prepare a summary of students with medical conditions for staff taking students to excursion or activity offsite prior to departure.
- Ensuring accurate record keeping of medication administration and Health Centre visits and medical incidents.
- Complete incident reports where necessary for students and staff and examine individual situation to see if incident may have been preventable. Organise correction of area/situation so as incident may not occur again to that or another person.
- Ensuring accurate record keeping of medication and stock expiry and replacement of such.
- Liaising with local council to ensure immunisation schedules are completed as per the school immunisation program.
- Initiating reminders for staff for Anaphylaxis training and auto-injector verification.

3. Stakeholder Collaboration

- Liaise with Principal, Deputy Principal, Heads of School as well as Year Level Coordinators, School Counsellors, Head of Physical Education, Director of Sport and Education Outdoors Coordinator on the needs associated with specific areas of the School.
- Liaison with educators as to the physical/emotional needs of specific students.
- Address specific illnesses with policy and implement procedure changes addressing medical concerns as needed.
- Advise relevant pastoral, well-being and leadership staff re concerns for students with social or emotional concerns.

4. Periodic Programs

- Coordinate flu vaccination for staff annually with external provider.
- Facilitate immunisation program for students in collaboration with Council immunisation nurses.
- Maintain currency of student management plans relating to serious medical conditions e.g. anaphylaxis, diabetes etc.
- Ensure that the School remains compliant with all government regulations.



- Attend school excursions, events and camps as required.

5. Education

- Provide ongoing education and updates for staff as to policies and procedures.
- Educate staff members where necessary on relevant care for specific illnesses e.g. anaphylaxis, allergy and the administration of an autoinjector.
- Run Mandatory biannual anaphylaxis/Asthma refresher and include students with serious medical conditions per Ministerial Order 706.
- Talk to students and parents when asked regarding new or ongoing health issues.

6. Medical Supplies

- Ensure that emergency medical/first aid equipment in the Senior School Health Centre and Junior School Sick Bay is current, safe and functional.
- Monitoring ordering and restocking of all medical supplies for first aid kits around the school, yard duty kits at both campuses and first aid kits taken on excursions, camps and sporting activities.
- Ensuring annual checks of equipment are organised with accredited bodies, such as inspections of Automatic External Defibrillators.
- Conduct regular audits of the School's health facilities and equipment to ensure compliance with safety standards and regulations.

7. Other duties as appropriate to the position

- Attend staff meetings as scheduled each term.
- Participate in the annual School review process in order to continuously improve knowledge and practice.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

8. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

QUALIFICATIONS

Essential Criteria:

- Registered Nurse Division 1
- Current registration with Australian Health Practitioner Regulation Agency [AHPRA]
- First Aid qualification (Level 2) and current CPR qualification
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
- Anaphylaxis Supervisor – qualified in verifying the correct use of a Adrenaline Autoinjector Device (225579VIC)
- Current Working with Children Check
- Current National Criminal History Police Check

PREVIOUS EXPERIENCE, SKILLS AND KNOWLEDGE

Essential Criteria:

- Intermediate computer literacy (Microsoft Suite)
- Previous experience nursing paediatric or adolescent children

Desirable Criteria:

- Experience in a similar role / educational institution



- Certificate IV in Workplace Training and Assessment
- Experience with TASS (database) and Learning Management Systems

KEY PERSONAL ATTRIBUTES

- High level communication and interpersonal skills, including both written and verbal communication
- Proven ability to work collaboratively in a team
- A strong interest in working with children
- Proven ability to be discreet and maintain confidentiality
- Self-motivated and able to work autonomously and proactively
- Highly organised and resourceful
- Excellent skills of time management, organisation and ability to multi-task and prioritise under pressure
- Positive and flexible attitude
- Enthusiasm and energy
- Attention to detail
- A warm and friendly disposition, with a calm, tactful and diplomatic approach
- Commitment to achieving best practice
- High standard of personal presentation
- Alignment with the School Values
- Commitment to customer service and risk management

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

