



Position Description

College Nurse

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| Position title | College Nurse |
| Reports to | Head of Wellbeing Deputy Principal – Students |
| FTE | Full-Time |
| Category | Category B |

Role Description

The College Nurse works collaboratively with students, families, staff and the Student Wellbeing Team to promote the health, wellbeing and engagement of students in learning. The role provides primary health care support, manages the daily operations of the College Healthcare Centre, and ensures that student health needs are effectively supported across the College community. Experienced in clinical practice, through ongoing health education and proactive collaboration with internal and external stakeholders, the College Nurse contributes to a safe, supportive and responsive learning environment for all students. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Areas of Responsibilities

- Provide professional nursing care and health support to students and staff across the College community.
- Manage the operation of the College Healthcare Centre, ensuring appropriate systems, records and resources are maintained.
- Support the health, safety and wellbeing of students through health education, prevention and early intervention.
- Liaise with families, boarding staff and external health professionals to coordinate appropriate student care and wellbeing support.

Key Duties

- Provide primary health care to students including assessment, treatment, referral and follow-up support, facilitating students’ safe return to learning following illness or injury.
- Manage the daily operation of the College Healthcare Centre, including maintaining medical equipment, supplies, first aid kits and pharmaceutical stock.

- Maintain accurate student health records and medical management plans, ensuring compliance with health, safety and legislative requirements.
- Monitor and manage student medication, including ensuring emergency medications such as epipens are current and accessible.
- Support the health needs of boarding students through liaison with the local GP, Boarding staff and families.
- Coordinate and maintain staff training records for health-related requirements such as anaphylaxis management.
- Provide health education and information sessions to students and staff on matters including allergies, anaphylaxis and general wellbeing.
- Coordinate immunisation programs and collaborate with local health authorities as required.
- Participate in wellbeing case management meetings as required and contribute to the broader wellbeing support of students.
- Ensure appropriate incident reporting and compliance documentation is completed following health or safety incidents.
- Participate in professional learning and professional networks to maintain contemporary nursing practice.
- Undertake other duties as directed by the Principal or members of the College Executive.

Key Skills and Qualifications

- Registered Nurse (Division 1) with current registration through the Nursing and Midwifery Board of Australia.
- Strong clinical judgement and capacity to respond calmly and effectively in emergency situations.
- High levels of organisation, discretion and confidentiality.
- Capacity to work collaboratively within a multidisciplinary wellbeing team.

Membership

This role work **in collaboration with:**

- College Executive
- School Improvement Team
- Student Wellbeing Team
- Personalised Learning Team
- Administrative Team
- Teaching Staff