

Position Details

Position	School Nurse
Award	Educational Services (Schools) General Staff Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Award Classification	Nursing Services
Salary Level	
Term Time only	Yes
Position reports to	Chief Operating Officer
Direct reports	Nil

Position Summary

The School Nurse is responsible for providing high-quality, confidential and responsive health care to students and staff within the school community. The role provides assessment, treatment and health support for illness, injury, medical conditions and wellbeing concerns, while ensuring appropriate management of medications, health records, individual health care plans and emergency health needs.

The School Nurse works collaboratively with students, staff, families, school leadership and external health professionals. The School Nurse exercises professional judgement, maintains appropriate confidentiality and professional standards, and contributes to creating a safe, supportive and healthy learning and working environment for all members of the school community.

This role will also be required to attend all Outdoor Education and Camp programs.

Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with the School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS staff are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023 or the Award and Agreement that supersedes them.

Responsibilities and Duties

First Aid Duties

- Responsible for administering First Aid to students, staff and visitors
- Assess, triage and manage students and staff presenting with illness, injury, medical concerns or wellbeing needs

- Maintain the database to ensure student medical history and incidents are properly recorded
- Provide, order and maintain all First Aid Kits and other equipment at all campuses, Bulleen First Aid Room, Boarding precinct and the buses
- Provide appropriate first aid and health support during school activities, excursions, camps, sporting events and other school programs, including liaison with families and staff in relation to students with specific medical needs
- Liaise with parents, teachers and counsellors
- Liaise frequently with other staff working in the Health Centre
- Respond appropriately to medical emergencies and coordinate emergency care, including liaison with emergency services, families and relevant health professionals
- Support staff health and wellbeing by providing appropriate first aid, health advice and assistance with workplace injuries or health concerns, while contributing to a safe and healthy working environment
- Report major incidents to the Deputy Principal

Medical Management and Administrative Duties

- Maintain Management Plans for students with asthma, anaphylaxis, diabetes and other health issues
- Develop, implement and regularly review individual health care plans for students with identified medical conditions or additional health needs
- Attend referral and family meetings as required
- Organise immunisation sessions for students and staff
- Contribute to infection prevention and control, public health initiatives, immunisation programs and management of communicable diseases within the school
- Other duties as assigned by the Chief Operating Officer

Training Duties

- Refresh Level 3 First Aid qualifications regularly
- Conduct relevant staff professional development
- Teach and examine Year 9 First Aid students in Level 2 first aid
- Conduct Level 2 first aid classes for staff as required
- Monitor supplies of training equipment
- Maintain resuscitation equipment and mannequins

Selection Criteria

Applicants should demonstrate:

- Appropriate nursing qualifications and current registration with the Nursing & Midwifery Board of Australia or equivalent registration
- Experience working in First Aid in schools or a similar environment
- Strong organisational and time management skills
- Ability to work collaboratively with teachers and students
- Demonstrated commitment to workplace health and safety
- Current "Employee" Working with Children Check

Personal Qualities

The successful applicant will demonstrate:

- Excellent interpersonal skills and an ability to communicate effectively with students, staff, parents and professionals
- High level attention to detail
- Ability to multi-task and deal with competing deadlines
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person with professional integrity.

Connectedness and Collaboration

The School Nurse works collaboratively with:

- All staff

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check
- complete all mandatory reporting training and education about child safety
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures
- report suspected cases of child abuse in accordance with the School's policies

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	September 2026
Next review date	September 2028

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the school's operational and strategic requirements and the development of skills and knowledge for this position.