

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position: School Nurse
Campus: Wantirna South or Narre Warren South
Employment Status: Casual
Reports Directly To: Senior Nurse

Ministry Specifications:

First Aid

First Aid and medical assistance to students and staff.
Notifying parent/s and next of kin.

Medical Records

Obtain and maintain medical records for students including emergency contact number for students and staff.

First Aid Supplies

Maintain and order First Aid supplies.

Student Medications

Maintain a record of student medications. Notify parents when supplies are running low or out of date.

Immunisations

Arrange immunisation events for relevant students.

Health Education

Inform relevant staff of any health problems that students under their care are suffering. Organise seminars, guest speakers, information sessions, etc. where appropriate.

First Aid Rooms

Ensure cleanliness and tidiness of First Aid Rooms, including bedding, etc.

School Activities

Support activities, e.g. Sports Day, Presentation Night, etc.

- General
- Provide support to the General Office (answering telephones, attending the front window, photocopying, etc.) and other Administrative staff members/areas as required
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.