

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:

Registered School Nurse

REPORTS TO:

Luke Bails (Principal)

Simon Midson (Deputy Principal)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

Registered Nurse - Level 2

DATE PREPARED:

December 2024

APPLICATIONS CLOSE:

13th January 2025

Are you a compassionate and dedicated healthcare professional looking to make a difference in the lives of students? We are seeking a qualified School Nurse to join our team and provide exceptional care to our school community. This position is a full-time position commencing in late January 2025. The position will work 8am to 4pm Monday to Friday during the school term and would suit someone seeking time off during the school holidays.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The school is set amongst a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1100 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold, for the duration of employment, a current Suitability Notice (Blue Card).

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. They may also vary over time to reflect the changing needs of the school. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

PRIMARY ROLE PURPOSE

The Registered Nurse is to provide professional student health services to the School community including the Principal, staff, students, and parents. The position is a full-time term-time position working 38-39 weeks a year.

This position is responsible for the provision of direct nursing care to students, teachers, allied staff, and parents whilst on the school premises. The role will require overseeing the function of the Student Health Centre and the supervision of nursing assistants. On-call work (in a nursing capacity) may be required during the school term as specified in the letter of offer or as negotiated.

The position is expected to support the School community (Principal, staff, students, and parents) in the continued promotion of the philosophy of the School which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Deputy Principal for the day to day performance of duties. Employees at this level are responsible and accountable for their own work and are subject to stated objectives and professional standards.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Deputy Principal.

Performance is measured against the competent handling of the function of the Student Health Centre.

The position involves a high level of communication skills with staff, management and outside stakeholders.

Employees at this level are responsible for the supervision and training of staff within the Student Health Centre.

SKILL AND KNOWLEDGE

ESSENTIAL CRITERIA

The Registered School Nurse will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Bachelor of Nursing is the minimum formal requirement.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) is required.
- Current first aid and CPR certificate.
- Current Working with Children Card (Blue card).

Competencies, Knowledge & Skills

- Experience in working with adolescents and their families.
- Proven clinical assessment skills.
- Broad nursing experience and clinical skills.
- Intermediate computer skills in Microsoft office are required.

- Effective communication and negotiation skills with a range of people including students, parents, guardians, staff, and external professionals.
- Understanding of legislation and experience in the implementation of the relevant Acts of Parliament relating to child protection.
- Ability to work to deadlines demonstrating organisational and time management skills.
- Problem solving skills.
- Customer service focus with an attention to detail.
- Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices.
- Ability to work within a team environment and individually.
- Ability to demonstrate maturity, flexibility, creativity, and initiative within the work role.
- An understanding of work health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES:

The key accountabilities of the Registered School Nurse are as follows:

STUDENT HEALTH CENTRE

- Provide direct nursing care to students, teachers, allied staff, and parents whilst on the school's premises.
- Assume a duty of care for the health and safety of staff and students.
- Respond to school emergencies/workplace incidents when on duty.
- Liaise with allied health professionals and parents as required.
- Attend to any sick or unwell students whilst on-call.
- Plan, prepare and implement nursing care plans.
- Implement nursing care plans prepared by Health Care specialists eg. Doctors, Physiotherapists etc.
- Attend Sports Carnivals and other school events in a nursing and first aid capacity as required.
- Supervise the delivery of Schedule 8 medication.
- Prepare prescribed medication to be administered by residence staff.
- Communicate daily to Director of Boarding and Heads of Residence regarding students of concern.
- Prepare first aid kits in preparation for the beginning of each term for school departments and as required for camps and excursions.
- Identify health care trends within the school and implement strategies to address these issues within the School community.
- Health and medication management procedures are complied with.
- Support the coordination of the annual staff vaccination program as part of the school's Health and Wellbeing program.
- Support the coordination of Queensland Health's School Immunisation Program.

STAFFING

- Supervise Student Health Centre Medical Administrative Assistant and other nursing staff.
- Organise replacement staff in the event of staff absences in consultation with the Deputy Principal.
- Participate in the recruitment and selection of staff within the Student Health Centre.
- Review staff's performance and performance manage if necessary.
- Communicate regularly with staff regarding current work and upcoming events.

BUDGETING AND PURCHASES

- Obtain quotes and negotiate prices from suppliers.
- Source and order supplies to be purchased on behalf of the school.
- Cross check invoices to purchase orders to confirm accuracy of supplies charged to the school.
- Authorise payment of invoices against allocated budgets.
- Control spending within department to allocated budgeted amounts.

ADMINISTRATION

- Update and maintain current student medical records.
- Prepare and lodge incident reports within 24 hours of incident.
- Prepare, maintain, and monitor records and inventories of stock and equipment.
- Ensure the storage of private and confidential information is in accordance with the school's record management procedures.
- Prepare medication sheets for accurate and safe administration of prescribed medications.
- Provide feedback and suggestions to the school management in relation to policies and initiatives implemented in the school.
- Provide high standards of accurate record and note keeping and data entry into TASS, Teacher Kiosk.
- Give advice and provide professional development training sessions to non-health care workers within the school within area of expertise.
- Assist with developing policies and procedures for the activities carried out by the Student Health Centre.

PROFESSIONAL DEVELOPMENT

- Commitment to ongoing professional development
- Demonstrate professional standard of practice in accordance with the professional associations.
- Adhere to ethical practices of the state and national professional nursing associations.

OTHER

- Provide excellent customer service to all members of the school community including students, parents and other members of staff.
- Source and obtain quotes for capital acquisitions to be approved by the Deputy Principal.
- Respond to breakdowns and crises within area of responsibility.
- Maintain confidentiality of information regarding students, parents, the Board, management and staffing in accordance with the Australian Privacy principles and School's Privacy policy.
- Be familiar with the school's Emergency Management procedure and the level of responsibility assigned to the Registered Nurse.
- Attend staff meetings and professional development sessions as required.
- Perform any other duties requested by the Principal and Deputy Principal.

WORKPLACE HEALTH & SAFETY

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.

- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees, or the general public.

All staff at Cathedral are expected to support the philosophies of the School and must hold a Blue Card or registration with Australian Health Practitioner Regulation Agency (AHPRA). Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required disclose any information relevant to their eligibility to engage in activities involving children and young people.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. Applications for the position will close on 13th January 2025.

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au