



JOB DESCRIPTION

SCHOOL NURSE

Employment Conditions	Part-time, fixed term contract for Term 2 2025 Monday to Friday 10am to 2pm, with possible fulltime Mondays In accordance with the Educational Services (Schools) General Staff Award
Reports to	Head of Boarding
Last Revised	February 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

The School Nurses are located in our Health Centre within our Boarding House and provide holistic health care to meet the needs of both students and staff.

RESPONSIBILITIES

Responsibilities of the School Nurse include:

- Liaise with the Head of Boarding, Deputy, Senior Staff Supervisors, Housemothers and boarding parents to provide care to boarders in residential care.
- Being 'on call' to provide medical advice related to boarders.
- Establish collaborative working relationships with staff and members of the health care team on matters where a multi-disciplinary approach to a student's welfare is deemed appropriate.
- Providing medical and first aid care for various school functions such as diving, cross country, swimming and athletic functions.
- Maintain accurate documentation (nursing and health records).
- Provide appropriate primary health care through clinical nursing including assessment, clinical care and referral and support for students, staff and visitors to St Mary's.
- Provide first aid in response to accidents and incidents on campus. This includes appropriate referral to other health care professionals as required.
- Promotion of self-care and personal responsibility for health.
- Provide health information and health education to students and staff. Participate in classroom health education sessions as requested.
- Liaison with parents, guardians, staff and allied health care professionals as appropriate.
- Ensure correct medical protocols are followed.
- Dispense daily medications when on duty.
- Provide rostered 'on-call' services.
- Ensure all student medical records and documentation is regularly updated.
- Any other duties as may be required.

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The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Registration with AHPRA (Nursing and Midwifery Board of Australia) as a Registered Nurse.
- Current Provide First Aid (HLTAID011) certificate.
- Youth Mental Health First Aid certificate (or the intention to obtain this qualification).
- Asthma and Anaphylaxis education.

Desirable

- Type 1 Diabetes knowledge.
- Previous experience in a school environment.

Experience and Skills

Essential

- Strong computing skills, including Microsoft Office Suite.
- An affinity and understanding of adolescent girls.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Head of Boarding
Deputy Head of Boarding
Boarding House Supervisors
Housemothers
School Psychologists
Administrative staff
Teaching staff
Students

External

Parents, guardians or relatives of students
Local medical practitioners and health professionals
Medical suppliers
Government representatives
ISNA (Independent School Nurses Association)

SCHOOL NURSE

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.