

SCHOOL NURSE

POSITION DESCRIPTION

REPORTS TO	Director of Human Resources and Strategic Operations
DIRECT REPORTS	None
KEY RELATIONSHIPS	Students Staff Parents
PURPOSE	The School Nurse is a key member of the Pastoral Care team with responsibilities for First Aid, health and wellbeing of students and staff and OH & S.
ENVIRONMENT	This is a permanent part time position 0.4FTE– Thursday and Friday 8:00am to 4:00pm

KEY AREAS OF RESPONSIBILITY

- Clinical management of all students from Kindergarten to Year 12 and staff
- Dispense medical equipment, drugs, and supplies in compliance with legal and professional regulations
- Assess and organise appropriate referrals where needed to other professionals such as doctors, psychologists, hospitals and other services as required
- Liaise between students, parents, staff and other health professionals
- Act promptly and professionally in the event of a medical emergency
- Assist to develop a culture of positive health and wellbeing
- Oversee medical requirements for camps and excursions
- Oversee and monitor all relevant policies and legislation relating to the health Centre
- Provide data and reports to the OH&S Committee
- Attend school excursions, events and camps as required
- Commitment to attend appropriate professional learning to maintain skills and knowledge
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Comply with Lowther Hall policies and processes

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults

School standards	<p>Always focused on the needs of the School</p> <p>Always respectful of others</p> <p>Adds value to the team and the School</p> <p>Complies with all school policies</p>
Business outcomes	<p>Looks ahead and anticipates new directions</p> <p>Understands how teams work and utilises the skills of team members</p>
Productivity	<p>Self driven and displays personal effectiveness</p> <p>Manages stressful situations well</p> <p>Displays sound problem solving and decision making skills</p> <p>Possesses technical skills required to be proficient in the role</p> <p>Shows critical reflection on own work</p>
Continuous improvement	<p>Reviews performance data to identify areas for improvement</p> <p>Considers the bigger picture when thinking about a problem</p> <p>Understands and adjusts to change</p>
Planning	<p>Demonstrates organisational skills</p> <p>Develops project plans with clear process and outcome</p>

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Postgraduate qualification and registration in Nursing
- Knowledge of legal, statutory and professional obligations of health care practice
- Proven ability to work effectively in teams
- Sensitivity to the diverse needs of our school community
- Outstanding communication skills
- A commitment to workplace health and safety
- An understanding of the Lowther Hall context
- A current and appropriate WWC registration
- An understanding of child safe standards
- Current National Criminal History Record Check
- Current Level 4 First Aid, Asthma and Anaphylaxis Management Certificates

PERSONAL ATTRIBUTES

- Nurturing and approachable demeanour
- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to students, staff and parents
- Decision making within level of authority
- Flexibility and 'can do' attitude



POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

