



# Appointment of School Nurse

## Casual Nurse with potential for part time

We are seeking a qualified nurse for a casual / part time position in our School Health Centre/s. This is predominantly a term time role with some holiday work, supporting a daytime health clinic on both school campuses along with the necessity to work some night and weekend shifts caring for our Boarders.

### Position Description

<b>Position Title:</b>	Nurse
<b>Responsible to:</b>	Head Nurse
<b>Reports to:</b>	Chief Operating Officer
<b>Key Stakeholders:</b>	All internal and external stakeholders
<b>Overview:</b>	<p>The primary role of the School Nurse is to manage the health of the students and the extended educational school and boarding community. The school nurse is responsible for maintaining programs which protect and maintain the health and safety of our school within our goals and philosophy.</p> <p>This position involves working weekdays, nights and weekends as per the roster.</p>
<b>Ethos and requirements:</b>	<p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff.</li> <li>At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment.</li> </ul> <p><b>School Policy &amp; Communication</b></p> <ul style="list-style-type: none"> <li>To be familiar with Calrossy Anglican School Policies and where to access these policies within the school</li> <li>To be familiar with the procedures and processes outlined with the Boarding Staff Manual &amp; other various school documentation</li> <li>To be familiar with the range of communication mechanisms within the school</li> <li>To pass on relevant information to other staff members where appropriate</li> <li>Attend appropriate staff meetings on a regular basis</li> <li>Attend training sessions or courses as part of their personal development or as required by the school</li> <li>To maintain accurate and up to date records within the boarding houses</li> <li>To be accurate and professional in communication with parents, to ensure that they are fully informed about their child's progress and welfare</li> <li>Confidentiality: the appropriate handling and disclosure of confidential information about boarders and their families is most important. Staff may often be privy to personal information and must respect the rights of boarders and their families. Any information relating to students should be discussed only with appropriate staff members. Any concerns regarding boarders must be referred to the Head of Boarding</li> <li>To perform any key tasks which the Head of Boarding, Senior Staff Member on Duty or Principal may reasonably assign</li> </ul>
<b>Duties &amp; Responsibilities &amp; Expectations:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Honesty, integrity and authenticity in dealings with colleagues, students and staff</li> <li>Critical eye for detail, organisational and decision-making skills</li> <li>Ability to work with sensitive information in a professional/discrete manner maintaining confidentiality</li> <li>Enthusiastic and positive attitude</li> <li>Ability to exercise initiative and work effectively in a team environment</li> <li>Ability to work unsupervised</li> <li>NSW Health Department Immunisation Accreditation</li> <li>Knowledge of risk management</li> <li>Assist with development of policies, procedures and standards for health procedures</li> <li>Monitor the health status of the school population</li> <li>Provide first aid care and access to medically prescribed services</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide health education to students</li> <li>• Obtain patient health history</li> <li>• Screen and identify deficits e.g. vision, growth</li> <li>• Observe the student for development and health patterns to make a nursing assessment / diagnosis</li> <li>• Interpret the health status of students to parents and school personnel</li> <li>• Initiate referrals to health professionals</li> <li>• Initiate referrals to school personal for remediation and counselling</li> <li>• Provide information for modification of school programs to meet student’s health needs</li> <li>• Plan and implement school health management protocols for the child with special health needs, including the administration of medications and health treatments</li> <li>• Maintain immunisation records and compliance with state legislation and regulations</li> <li>• Maintain security of health records and supplies</li> <li>• Maintain working knowledge of Federal and State laws and regulations affecting the delivery of school health services</li> <li>• Participate in and observe risk management committee requirements</li> <li>• Maintain supply of stock and equipment</li> <li>• Possess technology skills related to management of health centre</li> <li>• Maintain and provide statistical records regarding illness/injury reporting</li> </ul> <p><b>Specific to Boarder’s health, personal development, and welfare</b></p> <ul style="list-style-type: none"> <li>• Staff are expected to engage with boarders to take an active and real interest in each boarder as individuals</li> <li>• To ensure that the unique circumstances, needs, strengths and weaknesses of each boarder are identified and known so that individual opportunities, talents and potentials are developed and maximised</li> <li>• To be aware of and respond to the special needs of individual boarders, including those from different cultural backgrounds, and to be aware of changing needs as they develop</li> <li>• In association with boarding staff, ensure that appropriate care is given to boarders of all ages and that the special needs of each individual/ group are met</li> <li>• To liaise on a day-to-day basis with the Head of Boarding &amp; School Nurses in the care of boarder’s individual health &amp; relevant welfare issues</li> <li>• To provide appropriate pastoral support for those in their care and to ensure that suitable care is given to the individual</li> <li>• In co-operation with boarding staff to follow the established routines to ensure a healthy diet for each boarder</li> <li>• In association with boarding staff to maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are taught and carried out</li> </ul>
<p><b>Health, Safety &amp; Wellbeing:</b></p>	<p><b>In accordance with the Workplace Health &amp; Safety Act 2021, Employees must:</b></p> <ul style="list-style-type: none"> <li>• While at work take reasonable care for their own health and safety</li> <li>• Take reasonable care for the health and safety of others</li> <li>• Comply with any reasonable instruction from Calrossy</li> <li>• Follow defined WH&amp;S policies and procedures of the school</li> </ul>
<p><b>Qualifications/Skills:</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse with current registration, certified by AHPRA</li> <li>• Annual Assessment and Certification of Cardiopulmonary Resuscitation (CPR)</li> <li>• Current First Aid Certificate</li> <li>• Current Working with Children Check</li> <li>• Current Class C driver’s license</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Active interest in paediatric and adolescent health</li> <li>• Current Class C driver’s license</li> <li>• Evidence of participation in ongoing nursing and interdisciplinary educational activities</li> <li>• Responsibility for maintaining registration/CPD hours</li> <li>• Competency operating the suite of Microsoft Office Software including Excel &amp; Word</li> </ul> <p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Staff should be familiar with the school’s Code of Conduct and expectations regarding dress. All staff are expected to adhere to this code whilst on duty</li> </ul> <p><b>Child Protection</b></p> <ul style="list-style-type: none"> <li>• To be aware of the legal responsibilities related to child protection legislation, mandatory reporting, Duty of Care and other relevant school expectations</li> </ul>

<b>Selection Criteria:</b>	<p><b><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></b></p> <ol style="list-style-type: none"> <li>1. Provide an overview of your experience working in child related environment</li> <li>2. Provide your understanding of Risk Management in a health setting.</li> <li>3. Provide examples of situations where multitasking has been adopted.</li> </ol>
<b>Conditions of Employment:</b>	<p><b>Award</b> - <i>Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</i></p> <p><b>Work Type</b> - Casual</p> <p><b>Hours</b> - As required</p> <p><b>Days</b> - Must be available to work weekdays, nights and weekends as per the roster</p> <p><b>Salary</b> - Dependent on years of service</p> <p><b>Working location</b> - Brisbane Street Campus, William Cowper Campus and Simpson House</p>
<b>Location:</b>	<p>Calrossy Anglican School  140 Brisbane Street  PO Box 1245  Tamworth NSW 2340 Ph (02) 5776 5100  <a href="mailto:admin@calrossy.nsw.edu.au">admin@calrossy.nsw.edu.au</a></p>

All applicants are required to uphold the Christian ethos and support the schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**