



NOWRA ANGLICAN COLLEGE

School Nurse (Maternity Leave Cover)

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Mission

To provide a high quality Christian education with a welcoming community where all individuals are valued and belong.

As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview:

The School Nurse will be responsible for providing nursing and wellbeing services for students, staff and visitors.

The School Nurse is primarily responsible for managing the health and wellbeing of students.

The School Nurse will work closely with the Heads of School Wellbeing team and College Support Services. The role will also be required to support the School Services area and provide general administrative duties as required.

Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.

The three key functions of the role are:

People - To ensure a welcoming and safe environment for supporting students attending the Clinic and Wellbeing Hub.

Process - Oversee and administer medication to students, first aid and maintain student health care plans.

Communications - Consistent and caring communications with all stakeholders that support the College's brand and message.

The College:

Nowra Anglican College is a dynamic P-12 College located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan to foster high-quality learning and the development of the whole child.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position	School Nurse
Appointed by	Principal
Responsible to	Director of Administration with close collaboration with the Director of Student Wellbeing
Key working relationships	School Services Team (Administration), Wellbeing Team, Executive Team, Middle-Level Leaders including - Senior College and Coordinators of Pastoral Care Junior College; Head of Diverse Learning.
Last updated	June 2024
Involvement in the Life of the College	<p>The School Nurse will be a member of the following:</p> <ul style="list-style-type: none"> ● Administration Team ● Wellbeing Team <p>All staff are required to</p> <ul style="list-style-type: none"> ● Attend Staff Devotions. ● Attend other staff meetings and committee meetings when required. ● Perform other duties that are deemed appropriate by and in negotiation with the Director of Administration and Principal, as required from time to time.
Duties - People	<p>The School Nurse is expected to contribute to ensuring that the College is a welcoming community where all individuals are valued and belong.</p> <ul style="list-style-type: none"> ● Ensure that staff, students, parents and the wider community have a positive and welcoming experience as they interact with the College Services Team and Sick bay. ● Ensure confidentiality of sensitive information and uphold the College's Privacy Policy. ● Support and encourage students in College Services, and apply holistic wellbeing principles to ensure the best learning opportunities for the child. ● Provide effective nursing and ensure appropriate and timely first aid treatment for students (and staff) during the College term. ● Oversee and administer medication to students which is supplied by parents/guardians. ● Work to continually improve the medical policies, procedures and processes within the College
Duties - Process	<p>The School Nurse will ensure the smooth running of the College Clinic with efficient and effective processes, overseeing and guiding College medical practices.</p> <ul style="list-style-type: none"> ● Management of emergency medical situations, in consultation with a member of the Senior Executive (as required) ● Attend to the needs of the College Clinic as well as ensuring a clean and sanitary environment. ● Support staff in the management of students with mental health needs. ● Provide health advice regarding the management of student medical needs to staff as applicable. ● Contact and refer to other medical and health practitioners, where appropriate and applicable. ● Coordinate student and staff immunisation programs.

	<ul style="list-style-type: none"> ● Provide prompt service to students, staff and parents including exceptional interpersonal skills. ● Work with the Wellbeing team with students with medical needs for camps, including organisation of medications ● Oversee the processes and procedures for concussion management, taking on the role as the Concussion Officer ● Develop, review and consult with the development of appropriate policies, procedures and improvements. <p>Medical Records and Supplies:</p> <ul style="list-style-type: none"> ● Manage the administration, stock control and ordering of medical supplies across the College. ● Maintain First Aid kits and medical equipment, ensuring stock is within date. ● Prepare first aid kits and provide medical data for events / excursions / incursions ● Maintain well documented health records on all students including medical history, incidents and treatment. ● Ensure medical management plans for students with anaphylaxis, asthma, diabetes and other serious medical conditions are updated regularly. ● Annually review student medical forms, prepare and communicate medical information. ● Report and document incidents. ● Process and update documents into edumate as required ● Record absences, Clinic visits, late arrivals and early departure and other administrative tasks as required
<p>Duties - Communication</p>	<ul style="list-style-type: none"> ● Compassionate and professional communication with families of students who require ongoing support within the College Services context. ● Communicate with parents or guardians, and document, regarding illness and injury related matters. ● Communicate with appropriate staff on the health and welfare of student needs as appropriate. ● Answer phone enquiries and handle routine parent issues or concerns. ● Ensure that staff are up to date in relation to medical alerts/medical data, particularly in relation to Diabetes Management Plans, Anaphylaxis and Asthma management and other health-related communication plans ● Provide Professional Development to staff to allow awareness and currency of best practise in appropriate areas, as requested.
<p>Duties - Child Safe Standards</p>	<p>Nowra Anglican College is committed to providing for the safety and wellbeing of all children and young people entrusted to our care. We want all children and young people who attend Nowra Anglican College to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are able to participate in decisions that affect their lives.</p>
<p>Duties - Corporate</p>	<ul style="list-style-type: none"> ● Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community. ● Encourage students to know and live the College values in all aspects of their lives. ● Encourage students to wear the College uniform correctly and with pride. ● Model and uphold a high standard of professional behaviour.

Key Selection Criteria	<p>Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of The Anglican Schools Corporation as demonstrated by active participation in their local church (reference required).</p> <ul style="list-style-type: none"> ● Current Registered Nurse with the Nursing and Midwifery Board of Australia OR Paramedicine Board of Australia ● First Aid Certificate and thorough knowledge of first aid procedures. ● CPR Certificate. ● Training in Anaphylaxis and Asthma Response and Management. ● Mental Health First Aid Certificate or equivalent experience (or willingness to train in this area). ● Valid Working with Children Check. ● Competent in Microsoft Office Suite applications.
Desirable Selection Criteria	<ul style="list-style-type: none"> ● Experience with a student record management database such as Edumate will be highly regarded ● Experience in working in a school environment
Workplace Health and Safety	<p>The School Nurse will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.</p> <p>They will be relied upon to maintain accurate records relating to student incidents in the College.</p> <p>They will be expected to reflect upon incidents and identify risks within the College.</p>
Working with Children Check	<p>The School Nurse will have Paid Employee Working with Children Check clearance and comply with all relevant policies relating to Working with Children.</p>
Performance Review	<p>All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.</p>
Hours of Work	<p>The hours of work will be during the College Office open hours from 8:00am to 4:06pm, Monday to Friday. However, this role can be spread over 5 days and flexible on start and finish times. In addition, the College Services Officer may be required to work after-hours or occasionally on weekends (e.g. Open Day, major College events) and will be by mutual agreement with the Director of Administration</p>
Name of Position Holder	
Signature of Position Holder	
Date	
Signature of Supervisor	