

Role Description

Position Title	School Nurse	Direct reports	N/A
Department	General Administration/Business	Classification	Agreed Rate
Responsive to	Business Manager	Employment Status	Continuing
Reporting to	Principal	Date	February 2020

The Organisation

At Christ Church Grammar School, we inspire and ignite hearts and minds. Our school was founded in 1898 and is a leading inner city, independent, Anglican, coeducational primary school that provides an outstanding education for children through until Year 6.

Our breadth and depth of expertise makes us unique.

Our Vision

We aspire to be the leading coeducational school for children through to Year 6.

Our Mission

- We foster caring, supportive and enduring relationships with children, families and the community
- We ensure our children learn in an environment grounded by love and faith
- We enable every child to be their best
- We embrace explicit, evidence-based learning

Our Values

- Cherishing individuality
- Inspiring excellence
- Thinking globally
- Showing respect
- Having faith

All we do is embedded in respect, integrity, empathy and courage.

Values Statements



Cherish individuality

Through acknowledgement and acceptance of all children's individuality, learning is personalised. Diversity is celebrated, and everyone's uniqueness is appreciated. Staff, parents and children at our school are cherished and valued. We develop and nurture trusting relationships based on respect and honesty.

Inspire excellence

Inspiring excellence means to be, do and give of our best in all aspects of school life. We believe in setting high standards and we have a passion for what we do. We trust in each other and have faith. Professional collaboration and teamwork are key components to continual improvement and high standards. Communication, knowledge and support for parents and teachers are vital elements of our school life.

Think globally

We embrace open dialogue within and beyond our school. We accept and understand connectedness and our curriculum embraces the exploration of other cultures. We constantly strive to make multi-faceted connections with the broader community and we are committed to having the capacity to extend our reach beyond the boundaries of the school.

Show respect

We treat others how we would like to be treated and look after our environment. We model, show and expect respect in all aspects of school life. We believe that our expectations must be consistent, and that people should feel comfortable to have open conversations in order to achieve great outcomes.

Have faith

We embed the Anglican faith into our daily practice and interactions. We also acknowledge and respect other faiths. We believe in fostering a culture of respect and faith and we have faith in all members of our community.

Your Team/Your Role

The School Nurse is responsible for the health care of the students of CCGS, staff and visitors and for specified administrative tasks related to the care and well-being of students on the campus. This role is also a key player in the contribution for the smooth running of Reception.

Key Responsibilities

Nursing & Health

- Manage first aid and second aid of acute illness and / or injury
- Organise admissions to Health Centre
- Arrange transfers home as required
- Provide medical support at inter-school sporting events
- Responsible for care of ill / injured children in Health Centre
- Monitor children at risk (e.g. returning to sport) and with special health requirements
- Inform parents of accident or illness to their child according to school policies and procedures
- Administration of medication to children as requested
- Health supervision of staff returning to work after injury
- Liaison with relevant health professionals, parents and teaching staff as required
- Counselling as requested by students or staff and referral to outside resources as required
- Provision of resources as requested for health promotion / education programs
- Record keeping
- Organising first aid facilities for sporting events and other school activities
- Ordering and receipt of appropriate supplies
- Involvement as required with the school's Pastoral Care activities
- Attend school camps and excursions as required
- Manage and update student medical details annually and as required as needs change
- Maintain database of students with Anaphylaxis and associated policy, training, communication and annual checklist
- Other related duties as requested.

Training

- Oversee training (may involve facilitating and delivering staff education) regarding First Aid, CPR, Anaphylaxis and Asthma and any other training as deemed necessary
- Liaise with relevant key training providers to ensure Compliance is met and identify the most cost-effective approach.

OH&S

- Contribute and be a member of the School's OH&S Committee which involves attending scheduled meetings.

Relief Reception

- Answer incoming calls promptly and direct to appropriate extensions, announcing the caller first
- Take messages received via phone or in person and forward via email as received
- Advise callers if they are unsure of who to speak to about a matter
- Help visitors to the school by directing them to their appointments
- Ensure visitors sign in/out of the School including CRT's and ensure Working with Children's Check is captured and active
- Ensure all visitors are wearing a name or visitor's badge
- Sign for and follow up delivery of all parcels for staff/students
- Ensure that the Reception area is always tidy
- Maintain various information logs including car registration details
- Call parents of students that have not been picked up and supervise until collected
- Direct calls/e-mails for the Principal and Business Manager (Operations) to the EA and in their absence
- Other duties as requested.

Communication

- Check emails received via Reception account and reply, answer, forward as required
- Forward messages to students in a timely manner, as requested by parents/staff.

General Administration

- Assist where required in maintaining responsibility for filing and filing system for General Office files, ensuring staff medical training records and student files are kept up to date
- Assist with reporting (including preparation of reporting letters, envelopes and address labels, correcting reports, photocopy final reports and filing school copies)
- Edit letters, type/print/distribute stickers, as requested
- Liaise with external providers (including afterschool care) to support with the management of children
- Liaise with school support groups particularly in relation to circular and flyers
- Send faxes, scan documents and distribute those received
- Demonstrate full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Taking a lead role in promoting and supporting student, staff and visitor safety and wellbeing, anticipating and responding accordingly to potential threats
- Be familiar with emergency procedures and being ready to implement them if necessary
- Organise celebratory events for Administration Staff (birthdays etc.)
- Maintain kitchen including kitchen supplies and ensure that it is kept in a tidy manner
- Assist with other administrative duties as directed by the Business Manager and the Leadership Team.

Service and Teamwork

- Serve as a good ambassador of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
- Take an active part in the general life of the School — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the School
- Uphold and support the guidelines for staff and student behaviour and dress.
- Carry out extra duties as required, for example, grounds duty, internal relief, special Chapel services, parent information evenings, and Speech day ceremony
- Maintain professional confidentiality concerning information about staff, School families and students
- Strive to implement productivity, quality and service improvements on a continual basis.
- Undertake and apply Work, Health and Safety requirements in the workplace
- Always operate as a 'team player' and fully support the Principal, Executive and activities of the School.

Performance Feedback

Participate in the School's Performance and Development Program.

Child Safety

All personnel working at the School in any capacity (including volunteers, contractors, teaching staff, administrative staff etc.) must be aware of the Child Safe Standards as outlined in Ministerial Order 870 and must comply with the School's policies and practices related to these.

Environment, Health and Safety

1. Complies with the School's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the workplace
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the Schools in relation to activities taken by the School to comply with OH&S and environmental legislation.

Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices and policy.
2. Embraces the School's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas.

Your Relationships

Your role requires interaction with the following stakeholders:

Internal

- Principal
- Business Manger
- Children of the School
- All Staff

External

Parents
External providers

Key Selection Criteria

As a **suitable** candidate, you will have:

- A passion for health promotion, professional and personal development;
- Clear and professional communication skills and an ability to build relationships with a range of people and groups within the School Community, including but not limited to, parent bodies, sporting groups and the extended community;
- Professional presentation and strong customer service skills;
- Ability to think clearly and to remain calm when under pressure;
- Strong attention to detail and ownership of tasks;
- Pro-active approach to planning tasks and anticipating requirements of other staff and students;
- Honesty, patience and a sense of humour;
- The ability to maintain appropriate levels of confidentiality;
- Knowledge of TASS database programmes an advantage.
- The ability to maintain appropriate levels of confidentiality;
- A courteous and kind manner.

As an **ideal** candidate, you will **also** have:

- Previous school experience

Key Selection Criteria

1. Tertiary qualifications in nursing, current AHPRA registration would be ideal
2. In depth knowledge and demonstrated experience in working with families and communities
3. Presentation skills with the ability to coordinate and deliver workshops
4. Excellent interpersonal, oral and written communication skills
5. Demonstrated commitment to ongoing professional development

Qualifications

As a **suitable** candidate, you will have:

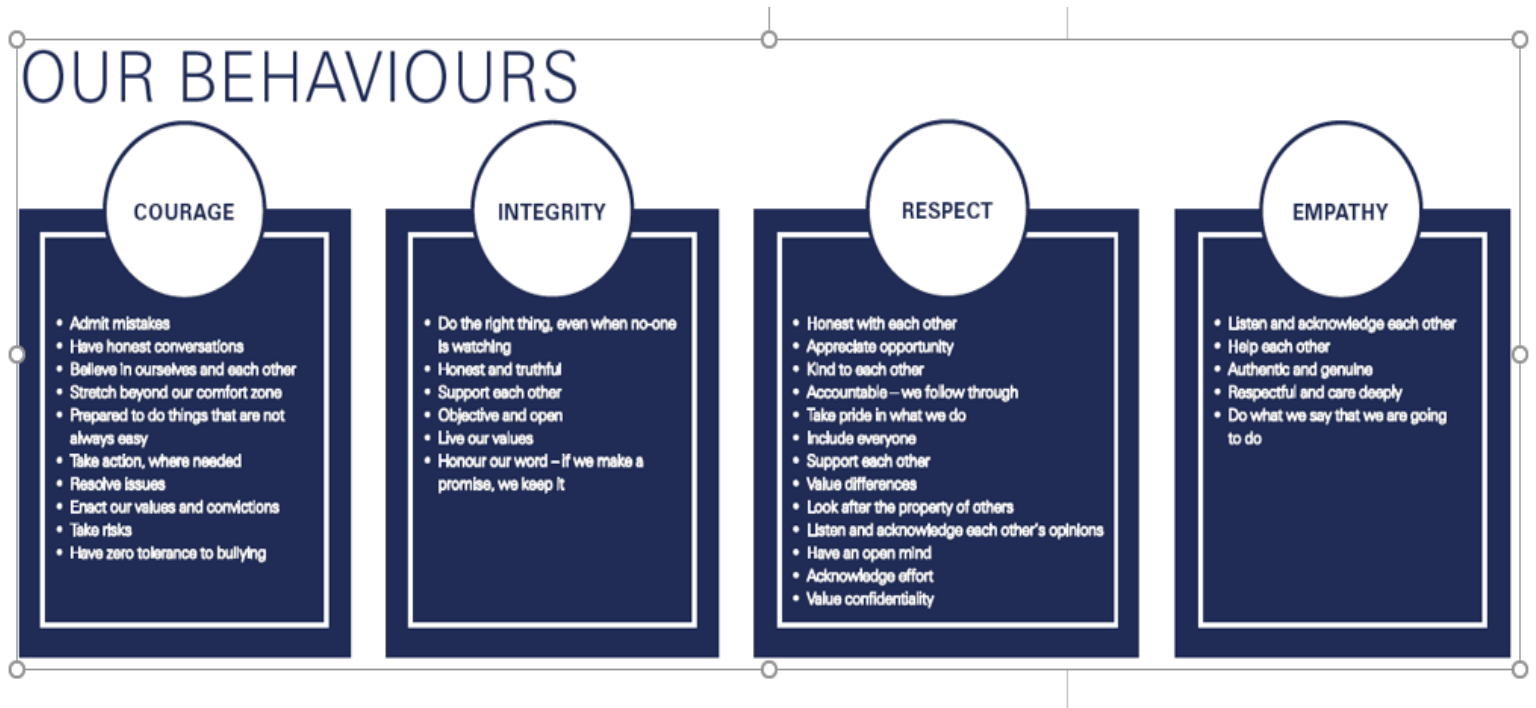
- Undergraduate Nursing qualifications
- Demonstrated experience working in a similar position
- A current practicing and registered General Nurse certificate
- Current CPR and Senior First Aid certificate

As an **ideal** candidate, you will have completed:

- A post-graduate qualification
- OH&S Training Course
- Training Qualifications – CERT IV in Workplace Assessment and Training

Workplace Behaviours

In your role, you are expected to adhere to the School's Behaviours which are listed below:



Classification Description

In accordance with the Christ Church Grammar School's Enterprise Bargaining Agreement (EBA) 2018-2021 or subsequent agreement.

Declaration

I _____ acknowledge that I have read and understood the **School Nurse** role description which forms part of my employment contract from the date of issue.

I accept that the role description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: _____ (signature) Date: _____