



School Nurse – Registered & Administration Officer

Position Description

Role:	School Nurse (Registered)
Commencement Date	January 2021
Tenure:	One year contract with possibility of renewal
Responsible to:	Business Manager

ABOUT US

Trinity Anglican College is a co-educational school with 1160 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth.

Our Strategic Vision focuses on the holistic wellbeing of a student. The empowerment of each student is essential to the fulfillment of the Vision.

THE ROLE

The School Nurse is an important member of the Front Office team, and considered a pivotal role in the welcome and support of students, staff and parents.

The incumbent is responsible for providing first aid to students, staff, and any other visitor, and excellent customer service and administration assistance to relevant stakeholders. This role operates mainly from the Student Services desk and is always in attendance during peak times being before school, lunch, recess and after school to ensure best service delivery. There may be times when the incumbent may be required to attend carnivals and other authorised activities. Being a member of the Front Office administration team this role will provide relief at reception and attendance when unattended or if the incumbent is on leave. This position is considered a pivotal role being one of the first points of contact with stakeholders.

ORGANISATIONAL RELATIONSHIPS

The School Nurse is:

- Responsible to the Business Manager
- Works with our stakeholders being our students, staff and parents
- Supports teaching and non-teaching

RESPONSIBILITIES AND DUTIES

The key responsibilities of the role include (but are not limited to):

- Be a welcoming, positive presence for students, staff and parents.
- Provision of first aid care to students who present to sickbay or need urgent medical attention elsewhere in the College.
- Dispense medication to students as per parent's consent
- Responsible for the maintenance of accurate and complete first aid records in accordance with current legislation.
- Maintenance of individual student and medical records and clearly identified medication in sickbay.
- Communication with parents/guardians of students presenting to sickbay.
- Organising ambulance care of students or staff that present with serious medical symptoms.
- Maintenance and restocking of medical supplies and equipment for sickbay.
- Maintenance of medical records of students and with health conditions.
- Maintenance and restocking of medical supplies in "duty" bags.
- Maintenance and restocking of medical supplies in the emergency evacuation boxes.
- Coordinating the provision of medical supplies for teacher/s leading school excursions and camps.
- Ensuring medical supplies for students attending school excursions or camps are current and included with the medical supplies for the teacher/s leading the school excursion or camp.
- Coordinating the provision for medical supplies for school activities such as swimming carnivals, athletics carnivals.
- Attendance at school activities such as swimming carnivals and athletics carnivals upon request.
- Coordinate and keep accurate records for student late/early departure passes and in sickbay to ensure absence data is compliant with legislation.



REQUIREMENTS OF THE POSITION

Essential

- Demonstrated respect for and commitment to the educational philosophy of the College.
- Registered Nurse qualifications with AHPRA registration mandatory
- Possess the technical knowledge and expertise relevant to the position
- Demonstrated sound administrative, data entry and organisational skills
- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of students and stakeholders, on a variety of levels
- Ability to demonstrate the qualities of initiative, sensitivity, tact, loyalty and an appreciation of the need for confidentiality and discretion
- An ability to work within a multi-disciplinary team and to support a holistic partnership with teachers, parents and student wellbeing staff
- Demonstrated ability to work independently with minimal direction and collaboratively as part of a team of staff
- Must be supportive of the Christian ethos of the College
- Current Working with Children Check



REMUNERATION

Terms and Conditions of employment will be in accordance with the 'Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017'. Remuneration will be determined by the Principal according to qualifications and experience.

This role will commence 20 January 2020 and work five days per fortnight (8.00am – 4.00pm) during Term time only.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.