



Courage in Wisdom | Hope in Love

Job Description

Title:	School Nurse
Reports to:	Deputy Head of Secondary - Wellbeing
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	FTE 0.4
Employment Type:	Part Time Permanent

Position Summary

South Coast Baptist College is looking for an experienced and caring Registered Nurse to join our Student Services team. This pivotal role combines clinical expertise with a heart for student wellbeing, providing vital support in a vibrant school environment.

You will play a key role in promoting health, responding to emergencies, and offering compassionate care to students, ensuring they feel safe and supported. In addition to one-on-one student care, this role involves collaborating with school staff and parents, managing student health records, and contributing to a healthy, proactive school community.

Job Description

Key Responsibilities:

- Provide first aid and emergency care to students, staff, and others on-site as required, in line with College policies and procedures.
- Liaise with relevant staff and parents, reporting student first aid and emergency care matters as needed.
- Administer medications to students and staff as prescribed by healthcare providers, maintaining accurate medication records.
- Attend events, such as sports days, to provide first aid as required during usual hours.
- Identify and address risk management issues related to first aid, and report safety concerns according to school policy.
- Maintain accurate and confidential student health records, and ensure health information is current and shared with relevant staff.
- Conduct health assessments of students and liaise with parents/caregivers prior to camps or trips to address healthcare needs.
- Assist the Senior School Nurse and Health Administrator in ensuring the health and safety of students.
- Liaise with the Head of Section to ensure student health information is recorded and updated regularly.
- Promote a healthy school environment by addressing health concerns with teachers and administrators.
- Follow local, state, and federal regulations and adhere to the College's Child Safety Code of Conduct and Child Safe Standards.
- Participate in professional learning activities to stay updated on current nursing trends.
- Undertake other duties as required by the Deputy Head of Secondary – Wellbeing or Principal.



Selection Criteria

- Nursing qualifications and registration with AHPRA.
- Current Level 2 First Aid, CPR, Anaphylaxis, and Asthma Management certifications.
- Strong communication, interpersonal, and IT skills.
- Ability to work flexibly and effectively prioritize tasks in response to emergencies.
- Commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children from diverse backgrounds.
- Experience in student services and proficiency in school software (desirable).
- Ability to build positive relationships with students, staff, and parents, working collaboratively with the school community

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Adhering to all policies and procedures outlined by SCBC.
- First Aid certificate.
- Working With Children Card.
- Police Clearance
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	



**SOUTH COAST
BAPTIST COLLEGE**
Thy Kingdom Come