

Information for Applicants

School Nurse

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

- School Nurse
- Permanent part-time
- ESO Grade 5 – Other Professionals Stream
- Full-time equivalent salary: \$81,805
- 8:45am to 3:15pm (working Thursdays and Fridays)
- Hours per week: 12
- Weeks per year: 41
- Commencing 22 January 2024

Application

Your application (5 pages maximum) should include the following:

1. A cover letter (1 page)
2. A Professional Statement addressing the application criteria and outlining a vision for the role at St Aloysius College as it is described in the Position Information Document (maximum 2 pages)
3. Your Curriculum Vitae, including a list of three recent referees relevant to the position (maximum 2 pages)

Employment Declaration

Please ensure that you also complete the **CESA Employment Declaration Form** and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal
C/-HR Office
St Aloysius College
53 Wakefield Street
ADELAIDE SA 5000

Applications close on Monday 4 December 2023 at 9:00am.

Compassion . Hospitality . Justice . Service . Respect . Courage

Position Information Document

School Nurse

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute more fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in the world of the future.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The School Nurse will be overseen by the Office Manager. The School Nurse will apply professional knowledge of nursing practice and approaches in the school environment to effectively address healthcare needs of individual students, fellow employees and others within the school community.

Position Details

Position Title: School Nurse

Key Working Relationships: Direct Line Manager: Office Manager
Accountable to: Principal
School Nurse
Students, Staff and Families

Standard Hours of Work: Hours per week: 12
Weeks per year: 41

Position Classification: Education Support Officer – Other Professionals Stream
Grade: 5

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement

Compassion . Hospitality . Justice . Service . Respect . Courage

ROLE SPECIFICATIONS

KRA: Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Maintenance and compliance of the First Aid Room, first aid equipment and medication

Achieve this by:

- working with the maintenance team, linen contractor and cleaning contractor to ensure that the First Aid Room is well maintained at all times
- ensuring that there is compliant way-finding signage to the First Aid Room
- ensuring all defibrillators are working and compliant in line with Mercy Education guidelines
- maintaining and managing stock levels in First Aid cabinets and yard duty bags
- preparing First Aid bags/supplies for school excursions/camps
- maintaining asthma kits that are located at various locations around the campus
- ensuring that the College meets compliance with the relevant items on the Mercy Education Compliance Register, including updating the College asthma and anaphylaxis policies and procedures.

KRA: Effective administration and communication of medical information

Achieve this by:

- updating the College student administration systems with attendance, incidents and medical information
- updating, with the support of the Deputy Principal (Administration), student medical plans on the College student administration systems, including following up out of date medical plans with students and their parents/caregivers
- managing, with the support of the Deputy Principal (Administration), information provided to staff, ensuring it is accurate and regularly updated
- managing and maintaining, with the support of the Deputy Principal (Administration), the creation and review of the College policy and procedures on medical matters
- inducting relief nurses as required for periods of scheduled absence and maintaining procedures and documentation that they can follow.
- providing feedback to the Office Manager re the performance of relief nurses.
- providing and/or arranging training for other key staff re particular student medical needs
- managing a budget and forwarding purchase orders to the Business Manager for approval
- ensuring that confidential information is treated appropriately.

KRA: Provide first-class front line nursing care to those in our community

Achieve this by:

- assisting students when required with their medication (ie - correct dosage, when and how to take it)
- attending to students with complex medical conditions that include, but are not limited to diabetes, seizures (including epilepsy), cardiac and blood disorders, genetic disorders, muscular-skeletal problems
- supporting the Counselling team with students who cannot return to class because of mental health issues that include, but are not limited to self-harm, suicidal idealisations, anxiety, panic attacks and eating disorders
- building and maintaining professional and therapeutic relationships with students, their families and the school community
- providing a safe, supervised area for students who have a Counsellor Support Plan
- providing direct nursing care to students, staff, visitors, allied staff and parents/caregivers whilst on the College premises
- responding to school emergencies and workplace incidents when on duty
- providing support and education as required for general health, wellness and hygiene
- attending overnight school camps, as required.

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- Highly developed skills in nursing practises and procedures
- Effective oral and written communication skills
- Effective leadership, interpersonal and supervisory skills
- Ability to work with individual children with particular health needs
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to communicate with parents/caregivers in a sensitive, supportive and professional manner
- Ability to maintain confidentiality and display discretion
- Ability to cope in an emergency or in a challenging situation in a calm and professional manner
- Effective time management skills
- Effective computer skills and knowledge of College administration systems
- Willingness to perform any other duties as required from time to time by the Principal

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of, and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of Responding to Abuse and Neglect (RAN)
- Knowledge of the responsibilities of the employer and employee under the Work, Health & Safety Legislation

Experience/Qualifications/Training

- Appropriate qualifications as a Registered Nurse/Enrolled Nurse
- Registered as a health practitioner with the Australian Health Practitioner Regulation Agency (Ahpra)
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours may be required around special events in the life of the College for example but not limited to Open Night, enrolment days, special masses and celebrations and around Key Result Area (KRA) of the role
- Unless for special circumstances, annual leave is to be taken during school holiday periods. There is a compulsory time of annual leave in the Christmas-New Year period
- There is a requirement to participate in an annual performance review

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Date PID updated: November 2023