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**POSITION DETAILS:**

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| <b>Position Title:</b>      | Nurse, School Health Centre  |
| <b>Group:</b>               | Wellbeing  |
| <b>Supervisor:</b>          | <b>Nurse Manager, School Health Centre</b>   |
| <b>Classification:</b>      | Nurse Level 1, Schedule 6D<br>The Queensland Anglican Schools Enterprise Agreement, 2021 |
| <b>Date of Last Review:</b> | March 2024   |

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**PRIMARY ROLE/PURPOSE:**

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The purpose of this position is to support the ongoing development and improvement of the School's health and wellbeing practices.

The role of the School Nurse is to provide first aid and health care at St Paul's School. Key responsibilities include providing health care for ill or injured students, maintaining student records and using clinical knowledge and judgement when providing care. This position works closely with the Nurse Manager as part of the Wellbeing team, across both Secondary, Primary and Early Learning campuses.

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**LEVEL CLASSIFICATION REQUIREMENTS:**

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The Registered Nurse is the first level nurse who is licensed to practice nursing without supervision and who assumes accountability and responsibility for own actions and acts to rectify unsafe nursing practice and/or unprofessional conduct. It is essential that the nurse appears on the AHPRA Register of Practitioners as a Registered Nurse (Division 1).

The degree of expertise will experience as the Registered Nurse advances through this level. The nurse may be a beginning practitioner or a Registered Nurse returning to the field after a period of absence

The Registered Nurse gives direct nursing care based on the NMBA competencies, to a group of patients/clients in collaboration with the CN/CNC. These NMBA competencies are grouped as follows:

**Professional Practice**

1. Practises in accordance with legislation affecting nursing practice and health care
2. Practises within a professional and ethical nursing framework

**Critical Thinking and Analysis**

1. Practises within an evidence-based framework
2. Participates in ongoing professional development of self and others

**Provision and Coordination of Care**

1. Conducts a comprehensive and systematic nursing assessment

2. Plans nursing care in consultation with
3. individuals/groups, significant others and the interdisciplinary health care team
4. Provides comprehensive, safe and effective evidence-based nursing care to achieve identified individual/group health outcomes
5. Evaluates progress towards expected individual/group health outcomes in consultation with individuals/groups, significant others and interdisciplinary health care team

### **Collaborative and Therapeutic Practice**

1. Establishes, maintains and appropriately concludes therapeutic relationships
2. Collaborates with the interdisciplinary health care team to provide comprehensive nursing

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### **KEY ACCOUNTABILITIES:**

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Duties include, but are not limited to:

- providing primary health care to students in accordance with professional nursing practice standards and legislation relevant to child and adolescent health care in a school setting
- referring students to school counsellors and external medical practitioners, including medical specialists, as appropriate
- prepare individual health management plans for students with identified health conditions/needs, as required
- maintaining student medical records
- collating data relating to attendance, trends in presenting issues and injuries
- maintaining, reviewing and implementation of operational standards, policy, procedures and programs to support health care services
- providing information to School staff on various student health conditions
- engage in collaborative practice with the School's Wellbeing team, Heads of House and Experiential Learning and Outdoor Education staff to provide quality student care.
- ensuring student incident management/review/advice and WHS processes are adhered to
- attending to staff injuries on campus and ensures appropriate documentation is completed
- assisting the Nurse Manager with development of strategies, policies and procedures
- undertaking ongoing professional development relevant to the School's requirements

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### **KEY SELECTION CRITERIA:**

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#### **Qualifications and Experience**

- Registered Nurse registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Senior First Aid Certificate, Cardiopulmonary Resuscitation and Defibrillation Certificate.
- Registered Nurse experience in a School environment is desirable.

#### **Essential Skills and Requirements**

- Knowledge of legislation relevant to this position, including school nursing practice and adolescent healthcare.
- Intermediate computer skills, in the use of Microsoft Office Word and Excel.
- Ability to manage day-to-day workflow in an efficient and flexible way, allowing for the many unscheduled interruptions that occur.
- Commitment to the development, review and continuous improvement of operating procedures and systems.
- Demonstrated interpersonal skills, to liaise with students, staff and parents.
- Ability to remain calm and to effectively manage a diverse range of student needs.

### **Criminal History Checks and Working with Children Check**

- The School will conduct a Criminal History/Police Check on the successful applicant.
- The offer of this position is subject to the successful outcome of the Police Check and the ongoing possession of a current Blue Card (Working with Children Check by Blue Card Services).
- The successful candidate must have a current Blue Card before commencing work.
- Should the Police Check or a Blue Card renewal/application reveal a negative outcome, this position will immediately be withdrawn.
- The successful candidate will be checked against the Anglican Church’s National Professional Standards Register. A Negative outcome of this check will result in the position being immediately withdrawn.

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### **AUTHORISATION:**

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I hereby agree that this Position Description accurately reflects work requirements.

**Acting Principal**

John O’Sullivan Williams

Name

Signature

Date

**Nurse,  
School Health Centre**

Name

Signature

Date

### **ATTACHMENT – ST PAUL’S SCHOOL**

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#### **ETHOS STATEMENT**

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**The School’s Purpose is** “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

**The School’s Vision is** “Transforming educational thinking and practice.”

**The School’s Values are:**

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

**We value Faith believing where:**

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.

- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one's life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

**We value Learning where:**

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional, and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our learning frameworks which are embedded from PP-12 across all Learning Areas.

**We value Community where:**

- Students, staff, and families support the aims, purpose, and mission of the School and serve one another using their God-given gifts.
- Students, staff, and families grow together in faith and learning, promoting love, justice, and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul's community when they graduate, through a vibrant Past Students' Association.

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## **SCHOOL EXPECTATIONS**

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All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

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## **LEADERSHIP EXPECTATIONS**

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"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.

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## **ANGLICAN SCHOOLS COMMISSION - STATEMENT OF COMMITMENT**

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Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.