



Courage in Wisdom | Hope in Love

Job Description

Title:	Relief School Nurse
Reports to:	Deputy Head of Secondary - Wellbeing
EBA/Award:	South Coast Baptist College Operational Agreement 2024
Employment Type:	Casual
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 and camps, 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 Nurse in Charge 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.

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:	