



Courage in Wisdom | Hope in Love

Job Description

Title:	Registered Nurse
Reports to:	Executive Business Manager
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	0.6
Employment Type:	Contract

Position Summary

The Registered Nurse at South Coast Baptist College (SCBC) is responsible for providing professional nursing care, first aid services and health support to students, staff and visitors, contributing to a safe, healthy and supportive learning environment across the College.

Working as part of the Student Services team, the Registered Nurse assesses and manages illness and injury, administers medications, maintains accurate student health records, and supports students with ongoing medical conditions. The role works collaboratively with parents, College staff and external healthcare providers to ensure individual health needs are effectively managed and appropriate care is provided.

The Registered Nurse also plays an important role in promoting student wellbeing, supporting health and safety initiatives, ensuring compliance with relevant legislation and College policies, and fostering a culture of care that reflects the College's Christian values.

Job Description

The Registered Nurse supports the College's mission by undertaking the following responsibilities:

Student Health Care

- Provide first aid and emergency medical care to students, staff and visitors in accordance with College policies and accepted nursing practices.
- Assess student illnesses and injuries, determining appropriate treatment, monitoring and referral where required.
- Administer prescribed medications and treatments in accordance with medical management plans and College procedures.
- Develop, maintain and monitor individual student health care plans, including management plans for anaphylaxis, asthma, diabetes and other medical conditions.
- Conduct health assessments and liaise with families regarding student health needs prior to excursions, camps and other College activities.
- Monitor student wellbeing and refer concerns to appropriate staff or external health professionals where necessary.

Health Records & Administration

- Maintain accurate, confidential and up-to-date student medical records.
- Ensure medical alerts and relevant health information are communicated appropriately to staff while maintaining privacy requirements.
- Maintain medication registers and ensure the safe storage, handling and disposal of medications.
- Assist with maintaining first aid supplies, equipment and emergency response resources across the College.



Collaboration & Communication

- Build positive relationships with students, parents, staff and external healthcare providers.
- Communicate with parents regarding student illness, injury and ongoing medical needs.
- Work collaboratively with Student Services, teaching staff and College leadership to support student wellbeing.
- Provide advice and guidance to staff regarding student health matters where appropriate.

Health & Safety

- Support the College's health, safety and risk management practices.
- Attend College events, excursions and camps during normal working hours to provide first aid support where required.
- Identify potential health and safety risks and report concerns in accordance with College procedures.
- Promote healthy practices and contribute to a positive culture of student wellbeing across the College.

Professional Responsibilities

- Maintain current nursing registration and mandatory certifications.
- Participate in professional development to maintain contemporary nursing knowledge and best practice.
- Comply with all relevant legislation, professional standards, College policies and procedures.
- Uphold the College's Child Safe Standards, Child Safety Code of Conduct and safeguarding responsibilities.
- Undertake other duties as reasonably directed by the Deputy Head of Secondary – Wellbeing or the Principal.

Selection Criteria

Essential

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current First Aid, CPR, Anaphylaxis and Asthma Management qualifications.
- Demonstrated clinical assessment and emergency response skills.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, families and staff.
- High level of organisational skills with the ability to prioritise competing demands and respond effectively in emergency situations.
- Strong computer literacy and experience maintaining confidential records.
- Demonstrated commitment to child safety and the wellbeing of children and young people.
- Ability to work independently while contributing positively as part of a collaborative team.

Desirable

- Previous nursing experience in a school, paediatric or community health setting.
- Experience using school management systems and electronic health record platforms.
- Knowledge of child and adolescent health and wellbeing within an educational environment.
- Understanding of the operation of an independent Christian school.



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.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

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:	