



## The School

Located only three hours from Sydney and nestled in the heart of the wine and food region of Orange NSW, Orange Anglican Grammar School seeks to ensure every child's unique potential is recognised and nurtured. OAGS students are encouraged to pursue academic depth, real-world skills and personal excellence, whilst supporting the social, emotional, and spiritual growth of all students.

Established in 2007 originally under the Bathurst Diocese, OAGS was acquired by the Anglican Schools Corporation in 2013. Since this time the school has grown steadily now with over 800 students from Pre-K to Year 12, and will reach an enrolment of approximately 1200 students over the next decade.

As part of the Anglican Schools Corporation, Orange Anglican Grammar School seeks to deliver affordable high-quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education and opportunities for every individual student to succeed academically and in the cultural life of the school in the context of the School's commitment to the teachings of the Christian faith.

<b>Position Title</b>	School Nurse
<b>Classification</b>	Nursing Services, Senior Nurse
<b>Award / Agreement</b>	All support staff at the School are employed under the Independent Schools NSW (Support & Operational Staff) Multi Enterprise Agreement 2025. The MEA outlines staff salaries and their employment rights and responsibilities.
<b>Contract Type</b>	Permanent part or full-time
<b>Reports to</b>	Business Manager
<b>Key Relationships</b>	Senior Leadership Team, Administration Team, Pastoral Care Team
<b>Date</b>	2026

## POSITION OVERVIEW

The School Nurse plays a vital role in promoting and supporting the health and wellbeing of students, staff and the broader School community. This position is responsible for delivering high-quality, nursing-level first aid, overseeing medications, supporting students with mental health concerns, managing medical supplies, maintaining accurate medical records, and ensuring compliance with relevant health regulations and School policies. In addition to clinical responsibilities, the Nurse supports the Student Reception team and performs various administrative duties.

## KEY RESPONSIBILITIES

### Medical Care and Communication

- Provide nursing care with its associated administrative responsibilities throughout the day
- Oversee and administer medication to students as required
- Provide prompt and compassionate care to students and staff requiring medical support
- Support students with chronic or mental health needs in collaboration with relevant staff
- Identify students who are showing signs of mental health concerns
- Support the emotional health of students
- Communicate with appropriate staff on the health and welfare of student needs
- Respond to medical emergencies and co-ordinate care as required
- Promote best practice strategies in providing medical care in a school context
- Provide health counselling and health education for students
- Refer families to other medical and health practitioners as appropriate
- Co-ordinate student and staff immunisation programs
- Communicate health concerns with parents/carers sensitively and professionally
- Ensure staff are informed of relevant medical alerts and health plans
- Assist with the development of relevant policies.

### Medical Facilities, Records and Supplies

- Maintain a clean, hygienic, and well-organised clinic environment
- Record Student Services visits and first aid administration in Edumate
- Communicate necessary information to students, parents and staff
- Maintain accurate student medical records, including treatment details
- Prepare and communicate student medical information, where appropriate
- Process and update documents into Edumate as required
- Ensure student medical management plans are current, accessible and reviewed regularly
- Conduct periodic reviews of relevant individual management plans
- Complete incident reports for injuries and incidents
- Maintain all first aid kits
- Prepare all first aid kits for offsite activities
- Manage inventory, ordering and distribution of first aid supplies across the School
- Regularly check and replenish first aid kits and emergency medical equipment

### Administration Duties

- Nurture a welcoming and supportive culture in the Student Services precinct
- Provide support for other administration team members during busy times and cover for break times, meetings and absences
- Answer phone enquiries and assist with routine parent issues or concerns
- Attend and participate in administration team meetings
- Engage in reflective evaluation and goal setting for own professional growth
- Understand and apply Child Safe Policy and Staff Code of Conduct

### Other

- Attend school activities including evening events, camps, carnivals and excursions

- Represent the School professionally in the local community
- Engage in relevant professional development
- Participate in staff meetings and staff professional learning activities
- Carry out other duties as required by the Headmaster and his delegate/s
- Understand and apply Child Safe Policy and Staff Code of Conduct

*It should be noted that, while detailed, this role description is not exhaustive and the Headmaster, at their discretion, vary these responsibilities as required by the learning, wellbeing, cultural, community and administrative requirements of the School.*

## QUALIFICATIONS

- Registered Nurse with current registration through the Nursing and Midwifery Board of Australia
- Current First Aid, CPR, Anaphylaxis, and Asthma management certifications
- Mental Health First Aid Certificate preferred or equivalent experience
- Valid Working with Children Check

## EXPECTATIONS and ATTRIBUTES

**As a member of the OAGS staff, you will be expected to:**

- Support the mission and objectives of the School and the Anglican Schools Corporation
- Abide by the Staff Code of Conduct and all school policies
- Be loyal to the School
- Be professional, punctual, reliable, flexible and show initiative
- Demonstrate professional and personal integrity
- Maintain accurate records
- Support the academic and pastoral elements of the School
- Present a professional image and be committed to excellence
- Keep confidentiality and manage private information with discretion and sensitivity
- Safeguard and promote the welfare of children

### Attributes

- Ability to be a warm, enthusiastic and perceptive person
- Ability to exert calm authority and communicate clearly under pressure
- Ability to relate well to students and staff
- Accurate record keeping with regard to medical records/sick bay check-ins/registers/logs.

## ADDITIONAL INFORMATION

### Work, Health and Safety

OAGS is committed to the safety, health and well-being of staff and students (including visitors and contractors who attend the School site). Staff members are to prioritise the health and safety of themselves and others to support a safe working and learning environment. Staff must understand the School's WHS policies and procedures, including Emergency Response practices, and complete training as directed.

### Spiritual Well-Being

As a Christian community, staff are to prioritise and participate in staff devotions which are currently held on Monday mornings at 8:30am. All staff members are encouraged to attend weekly prayer meetings and participate in worship at a local church.

### Performance Measures

An annual Appraisal is undertaken with the Business Manager to review and set goals and expectations.

## CHILD SAFETY

Orange Anglican Grammar School is a proudly Child Safe Organisation, putting the best interests of children and young people first. All staff at OAGS are required to comply with the applicable Child Safe legislation and ensure that the Schools Child Safe policies and procedures are implemented at all times. All School staff receive annual training in Child Protection and Child Safe Standards.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All OAGS staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.