

## POSITION DESCRIPTION

<b>Job Title</b>	College Nurse	<b>Position Type</b>	Permanent – Term Time Plus 2 weeks
<b>Department</b>	Junior School	<b>Direct Supervisor</b>	Head of Junior School
<b>Location</b>	Onsite	<b>Hours</b>	8.00 am – 4:15 pm

### Position Summary

The primary role of the College Nurse at Ormiston College is to manage the daily operation of the College Health Centre. This role would encompass the provision of health care for students as well as a range of other general administrative tasks.

The College Nurse plays a key role in enabling the College to meet its duty of care obligations to students by ensuring the effective operation of our Health Centre and that appropriate first aid and associated services and facilities are in place and maintained.

The College Nurse is also a valuable resource whose input may be sought on relevant policies and practices impacting student health and wellbeing. The College Nurse will also support and collaborate with other members of the Student Services team, taking on additional duties as assigned from time to time to ensure the highest level of care and administrative support.

### Mandatory Requirement

This position requires you to be a Registered Nurse (RN) with current AHPRA registration and hold a Paid Working with Children Check (Blue Card), in accordance with QLD legislative requirements. Your employment is conditional upon obtaining a Working with Children Check (Blue Card) through the Queensland Government's Department of Justice and Attorney-General.

### Position Responsibilities

Selection of the successful candidate will be based upon responses to the following selection criteria and to information provided in the work profile.

- SC1:** Demonstrate a comprehensive knowledge of school nursing, incorporating children and adolescents' health and development.
- SC2:** Evidence of ability/experience in the development, initiation and ongoing management of medical policies.
- SC3:** Demonstrate sound personal qualities, including compassion, confidentiality, and reliability, as well as the ability to work both individually and as a member of a team.
- SC4:** Demonstrate a sound knowledge and level of computer skills with the Microsoft Office suite of programs, e.g., Outlook, Word and Excel and the ability to assist with general administrative tasks.
- SC5:** A commitment to the aims, objectives and ethos of Ormiston College.

## Position Responsibilities

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The College Nurse is responsible for maintaining programs that protect and maintain the health and safety of the College community within the framework of the College's values.

Areas of focus for the position will include:

- Assessing students requiring medical attention and administering first aid
- Responding to emergencies and ensuring appropriate follow-up care
- Maintain accurate, confidential medical records in line with relevant legislation and College policies
- Health Centre Administration
- College Camp Medical Preparation and Medical Kit Readiness
- Incursions / Excursions support
- Child Safe Committee
- Safeguarding Children
- Health Centre Policies and Procedures Management
- Supporting staff training in areas such as asthma, anaphylaxis and diabetes management
- Oversee, administer and record all prescribed medication to students/staff in accordance with legal requirements and College Policy.
- Coordinate the College Student immunisation program and maintain accuracy of database records
- Coordinate Staff Flu vaccination
- Emergency Preparedness and Response
- Regularly check first aid kits, staff duty bags and equipment across the college, ensuring that all are maintained appropriately and in good order.
- Communicate effectively with parents/guardians on medical issues concerning students and coordinating student medical management plans, as required.
- Experience/training in First Aid and the management of sporting injuries, including spinal injuries.
- Demonstrate a sound knowledge of young people's contemporary health and social issues.
- Communication and Teamwork
- College Community Support
- Maintaining knowledge and skills in emergency and crisis response e.g., cardio-pulmonary resuscitation, anaphylaxis, allergy, diabetes and asthma first aid and critical incident management.
- "I am changing" puberty talks, present the slide show and answer questions. Issue booklet, and ensure the booklet content is current
- General duties

These duties may evolve or change over time to meet the operational requirements of the College.

The incumbent is required to practice in accordance with Department of Education policy and procedure as well as the various Professional Codes, Guidelines and Registration Standards set by the Australian Health Practitioners Regulation Authority.

## Reporting Relationships

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The College Nurse works within the Junior School Office and reports directly to the Head of Junior School and the Headmaster.



## Core competencies

<b>Integrity:</b>	<ul style="list-style-type: none"><li>• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.</li></ul>
<b>Initiative:</b>	<ul style="list-style-type: none"><li>• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.</li></ul>
<b>Flexible Team Player:</b>	<ul style="list-style-type: none"><li>• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.</li></ul>
<b>Planning and Organisational Skills:</b>	<ul style="list-style-type: none"><li>• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.</li></ul>
<b>Achievement Driven:</b>	<ul style="list-style-type: none"><li>• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.</li></ul>
<b>Communication Skills:</b>	<ul style="list-style-type: none"><li>• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.</li></ul>
<b>Organisational Competencies:</b>	<ul style="list-style-type: none"><li>• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.</li><li>• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.</li><li>• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.</li><li>• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.</li><li>• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.</li><li>• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.</li></ul>



## Key Performance Indicators

	Task	Skills	Measurable Metrics
<b>Clinical Care &amp; Student Safety</b>	Provide timely, accurate clinical assessment and care to students, including first aid, emergency response, and ongoing medical support.	Clinical judgement and decision-making	100% compliance with emergency response protocols
		Emergency response capability	Zero preventable critical incidents relating to medical care
		Knowledge of student health conditions (e.g. asthma, diabetes, anaphylaxis)	≥ 95% of students assessed and treated within appropriate response timeframes
		Attention to detail and prioritisation	100% adherence to medication administration procedures and documentation
<b>Compliance, Records &amp; Health Centre Management</b>	Maintain accurate medical records, manage Health Centre operations, and ensure compliance with legislation, policies, and procedures.	High attention to detail	100% accuracy and compliance of medical records and student health plans
		Administrative and organisational skills	100% compliance with medication storage, handling, and documentation requirements
		Knowledge of health regulations and privacy requirements	First aid kits and medical equipment checks are completed each term (100% compliance)
		Systems and record management	Immunisation and health databases are maintained with ≥ 98% accuracy
<b>Health Education, Communication &amp; Community Support</b>	Support staff capability, communicate effectively with families, and contribute to a proactive health and wellbeing culture across the College.	Communication and interpersonal skills	Delivery of mandatory staff training (e.g. anaphylaxis, asthma, diabetes) with ≥ 95% staff completion
		Training and facilitation capability	≥ 90% positive feedback from staff and parents on communication and support
		Collaboration and stakeholder engagement	Timely communication to parents/guardians for 100% of significant medical incidents
		Knowledge of youth health and wellbeing	Active participation in College events/programs (e.g. camps, flu vaccinations) with successful delivery
<b>Brand</b>	To maintain the school brand.  Ensuring excellence and professionalism	Consistent adherence to school values and presentation standards	100% compliance with dress code; communication evaluated as "professional" in termly check-ins
		High-level written and verbal communication	
		Commitment to delivering a positive and professional first impression	0 complaints related to professionalism; consistent recognition in feedback loops



<b>Environment</b>	Support a quality workplace culture and contribute to a positive working environment	Team collaboration and respectful communication	Active contribution in monthly team meetings.
		Initiative to support and uplift colleagues	Participation in workplace initiatives; absence of unresolved interpersonal issues in team reviews

NB: These duties may evolve or change over time to meet the operational requirements of the College.

## Position Requirements

- Current AHPRA registration as a Registered Nurse
- A current Working with Children Check (Blue Card), or willingness to obtain one before commencement
- Training in Diabetes, anaphylaxis and asthma management
- A collaborative, professional and compassionate approach
- High attention to detail and accuracy, particularly in data entry tasks.
- Professional judgement and high-level initiative are needed.
- Demonstrated sound personal qualities of tact, reliability, and an ability to work with others both individually and as a member of a team.
- Be able to handle emergencies in a calm, reassuring and effective manner.
- Attend periodic mandatory training updates, including, but not limited to, Manual Handling, Basic Life Support, First Aid training, mandatory notification training, anaphylaxis, diabetes, and asthma training.
- A self-starter who is detail-oriented and thrives in a fast-paced learning environment
- A proactive attitude with a willingness to learn and take initiative
- High-level autonomy and discretion - ability to work both independently and collaboratively, contributing positively to a supportive school environment
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship

## How to apply

- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to [humanresources@ormistoncollege.com.au](mailto:humanresources@ormistoncollege.com.au). Please attach your resume and cover letter, which includes covering the selection criteria.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request, should your application progress to interview.

Further information about Ormiston College can be accessed at [www.ormistoncollege.com.au](http://www.ormistoncollege.com.au).