



Appointment of School Nurse

Casual Nurse position

We are seeking a qualified nurse for a casual position in our School Health Centre/s. This is predominantly a term time role with some holiday work, supporting a daytime health clinic on both Calrossy campuses along with the necessity to work some night and weekend shifts caring for our Boarders.

Position Description

Position Title:	Nurse (Endorsed Enrolled Nurse/Registered)
Responsible to:	The Principal
Reports to:	Head Nurse
Key Stakeholders:	All internal and external stakeholders
Overview:	The primary role of the School Nurse is to manage the health of the students and the extended school community in our educational and boarding community. The school nurse is responsible for maintaining programs which protect and maintain the health and safety of the school community within the school's philosophy. This position involves working weekdays, nights and weekends as per the roster.
Duties & Responsibilities	<p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. Support the School's core values of Resilience, Selflessness, Inclusiveness and Integrity. <p>Student Health and Welfare</p> <ul style="list-style-type: none"> Attend and manage medical emergency Incidents as they arise on the school campuses Conduct General student health checks Triage student health concerns and obtain patient health history Observe the student for development and health patterns to make a nursing assessment / diagnosis Acute Care, Primary health care and long term chronic illness management and referral to external Health Professionals Communicate the health status and needs of students to parents and school staff. Initiate referrals to school wellbeing staff for remediation and counselling Provide information for modification of school programs to meet student's health needs Plan and implement school health management protocols for the child with special health needs, including the administration of medications and health care needs. Maintain immunisation records to comply with state legislation and regulations Maintain accurate and up to date records within the provided systems. Maintain security of health records and supplies Maintain working knowledge of Federal and State laws and regulations affecting the delivery of school health services Participate in and observe risk management committee requirements Maintain supply of stock and equipment Possess technology skills related to management of health centre and student presentations and their medical records Maintain and provide statistical records regarding illness/injury reporting Organise medications and first aid supplies for external excursions Attend and provide first aid for sporting carnivals Assist with development of policies, procedures and standards for health procedures Monitor and report on the health status of the school population Provide health education to students. <p>Specific to Boarder's health, personal development, and welfare</p> <ul style="list-style-type: none"> In association with boarding staff, ensure that appropriate care is given to boarders of all ages and that the special needs of each individual/ group are met Liaise on a day-to-day basis with the Head of Boarding & School Nurses in the care of boarder's individual health & relevant welfare issues.

	School Policy & Communication <ul style="list-style-type: none"> • Be familiar with Calrossy Anglican School Policies and where to access these policies within the school • Be familiar with the policies and procedures outlined in the Health Centre Guidelines, the Boarding Staff Handbook and other school procedures. • Maintain confidentiality and the appropriate handling and disclosure of confidential information about students, boarders and their families. Any information relating to students should be discussed only with appropriate staff members. • Pass on relevant information to other staff members where appropriate, necessary and as authorized. • Attend and participate in appropriate staff meetings as required • Be accurate and professional in communication with parents, to ensure that they are fully informed about their child's progress and welfare. • Perform any task or duties which the Head Nurse, Head of Boarding, Senior Staff Member on Duty or Principal may reasonably assign. 	
Qualifications/Skills:	Qualifications: <ul style="list-style-type: none"> • Registered Nurse with current registration, certified by AHPRA • Annual Assessment and Certification of Cardiopulmonary Resuscitation (CPR) • Current First Aid Certificate • Current Working with Children Check • Current Class C driver's license Desirable <ul style="list-style-type: none"> • NSW Health Department Immunisation Accreditation Skills: <ul style="list-style-type: none"> • Honesty, integrity and authenticity in dealings with colleagues, students and staff • Critical eye for detail, organisational and decision-making skills • Ability to work with sensitive information in a professional and discrete manner maintaining confidentiality • Ability to exercise initiative and work effectively in a team environment • Ability to work unsupervised • Knowledge of risk management • Experience in paediatric and adolescent health • Evidence of participation in ongoing nursing and interdisciplinary educational activities • Responsibility for maintaining registration/CPD hours • Digital literacy and competency operating the suite of Microsoft Office Software including Excel & Word 	
Selection Criteria:	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <ol style="list-style-type: none"> 1. Provide an overview of your experience working in child related environment 2. Provide your understanding of Risk Management in a health setting. 3. Provide examples of situations where multitasking has been adopted. 	
Health, Safety & Wellbeing:	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school 	
Conditions of Employment:	Industrial Instrument	<i>Independent Schools NSW (Professional and Operational Staff) Multi Enterprise Agreement 2025</i>
	Employment Type	Casual
	Classification	Nursing Services Employees, dependant on qualifications and years of service
	Days of Work	Monday to Sunday as rostered, including night shifts.
	Work Locations	Brisbane Street Campus and William Cowper Campus
Location:	Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au	

All applicants are required to uphold the Christian ethos and support the schools core values of **Integrity, Selflessness, Inclusiveness, Resilience.**