Job Description

REGISTERED SCHOOL NURSE

Permanent Part-time (term time only)

The School

TAS is an Anglican boarding and day school with a co-educational Junior School (Transition to Year 5), Middle School (Years 6-8) and Senior School (Years 9-12) for boys only. The School has an enrolment of around 600 students, including 200 boarders. TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that develop character and resilience, promoting creativity, initiative and leadership and preparing them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive. TAS staff members are intrinsically involved in all aspects of the co-curricular program, allowing them to build positive and effective personal relationships with students, parents and colleagues.

The Medical Centre

The Medical Centre is a well-equipped 11 bed unit staffed by three qualified nursing sisters and attended regularly by the School Doctor. It is located centrally on the school campus.

The Position

The primary role of the School Nurse is to manage the health of students in an educational setting within the framework of the school’s philosophy.

The position offers 22 hours per week in term time only. Some on-call and additional hours may be required. The position commences at the beginning of Term 2, 20 April 2015.

Functions of the School Nurse are caring for any students who are hospitalised, liaising with the School Doctor, attending to routine visits by students for medication and arranging medical appointments. Completing reports and communicating any medical conditions or incidents to parents and Housemasters is also an expectation as well as being part of the wellbeing team in the school.

The School Nurse is responsible to the Senior School Nurse and, ultimately, the Deputy Headmaster and Headmaster for the welfare of the students in their care.
Essential Criteria:
- Registered nurse with current registration certified by the Australian Health Practitioner Regulation Agency
- Annual assessment and Certification of Cardiopulmonary Resuscitation
- Current First Aid Certificate
- Evidence of participation in continuing professional development
- Effective communication and liaison skills
- Ability to work independently
- A competent level of organisational and computer skills
- Ability to accurately manage medical records, including data entry (database experience an advantage)
- High degree of confidentiality

Desirable Criteria:
Qualification or experience in:
- Paediatric and/or adolescent health
- Youth and adolescent mental health
- Immunisation accreditation
- Anaphylaxis
- Asthma
- Diabetes

As one of the primary parent contact points for the School you will be required to:
- use all reasonable efforts to promote the interests of the School
- serve the School faithfully and diligently to the best of your ability
- always act in the School's best interests.

Conditions
Salaries and conditions for the position are governed by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2015-2017 or any instrument that replaces the award. Rates of pay are governed by years of experience.

Applications
Applicants for this position are expected to complete the General Application form (available on the school website at http://www.as.edu.au/employment.php or from Reception reception@as.edu.au on 67765800). Additionally, a covering letter, curriculum vitae and contact details of at least two current referees should also be provided. Printed references may also be included with the application.

In accordance with new Child Protection legislation all people seeking child-related employment are required to complete a Working with Children Check clearance prior to employment at the School. Please see http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check

All applications should be addressed to Employment, The Armidale School, Locked Bag 3003, Armidale NSW 2350. Applications may also be faxed to (02) 6776 5800 or emailed to: employ@as.edu.au. The closing date for applications is Friday 20 March 2015.