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## **POSITION DETAILS:**

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<b>Position Title:</b>	Nurse Manager, School Health Centre
<b>Group:</b>	Wellbeing
<b>Supervisor:</b>	<b>Head of Wellbeing</b>
<b>Classification:</b>	Nurse Level 3, Schedule 6D The Queensland Anglican Schools Enterprise Agreement, 2021
<b>Date of Last Review:</b>	December 2023

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## **PRIMARY ROLE/PURPOSE:**

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The purpose of this position is to support the ongoing development and improvement of the School's health and wellbeing practices.

The role of the Nurse Manager is to provide First Aid and health care for ill or injured students, staff and visitors as required. The Nurse Manager will also maintain student health records and use clinical knowledge and judgement when providing care.

The Nurse Manager is responsible for developing and maintaining programmes which protect and maintain the health and safety of the School community within the framework of the School's philosophy. The Nurse is required to have an appreciation of the School's academic, pastoral, and co-curricular structures in order to effectively liaise with these areas in relation to the School's health and wellbeing practices.

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## **LEVEL CLASSIFICATION REQUIREMENTS:**

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This position has been classified at this level in accordance with the School's requirements, and in line with the current [Queensland Anglican Schools Enterprise Agreement](#). The expectations and requirements for employees at this level are in accordance with the Enterprise Agreement's overview and characteristics for this level, as listed below:

Nurse Manager means an Employee appointed as such, who is a Registered Nurse, accountable for the management of human and material resources for a specified group of clinical units.

The Nurse Manager collaborates with the Nurse Consultant and/or Nurse Educator to facilitate the provision of quality, cost-effective nursing care.

Nurse Managers must demonstrate management skills including:

- organisation and planning skills in relation to personnel and material resource management
- awareness and understanding of staffing methodologies
- leadership qualities
- analytical and report writing skills The Nurse Manager must assume accountability and responsibility for own actions and acts to rectify unsafe Nursing practice and/or unprofessional conduct.

## **Responsibilities:**

1. Provides nursing management of human and material resources for a specified group of clinical units.
2. Provides financial management, budget preparation and cost control within the specified units.
3. Allocates and rosters staff for the designated units to provide an optimal level of patient/client care.
4. Co-ordinates staff leave.
5. Engages in research related to management issues and problems.
6. Develops management information data base for area.
7. Engages in review of staffing methodology.
8. Identifies issues requiring policy review.
9. Participates in relevant policy development.
10. Develops and implements relevant quality assurance programs.
11. Participates in staff selection processes.
12. Participates in orientation and other staff development activities.
13. Participates in performance review mechanisms.
14. Ensures a safe working environment.
15. Participates in relevant research projects.

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## **KEY ACCOUNTABILITIES:**

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Duties include, but are not limited to:

- Be responsible for the development, implementation and review of the School's Health and First Aid policies, practices and resources to ensure that procedures remain compliant with legislative requirements and acceptable practice within Schools.
- Provision of guidance and advice to the School Leadership regarding on-site health management practices to support the school's response to the COVID-19 Pandemic and other public health infectious disease events.
- Provide First Aid and health care to students in accordance with professional nursing practice standards and legislation relevant to child and adolescent health care across pre-prep, primary and secondary school settings.
- Providing emergency First Aid support to staff and visitors on site as required.
- Provide First Aid Support to School Camps, excursions and events as required.
- Providing direct guidance and support to Primary and Secondary Staff with assessing and managing the health concerns of staff and students within the School community
- Supporting the maintenance and monitoring of School Health Centre operations including; overseeing maintenance of First Aid Kits, EpiPen Registers, Ventolin Registers, Medication Cabinets, AED's and Defibrillator Pads, Emergency Eye Wash and Showers and other administrative tasks. These activities will be undertaken in conjunction with the relevant Workplace Safety, Wellbeing and Administrative Assistants across the School.
- Support the co-ordination of the annual Staff Vaccination Programs as part of the school's Health and Wellbeing Programs.
- Provide advice and support to Senior Leadership on students with specific health conditions to ensure that the School maintains appropriate practices to effectively manage the associated risks.
- Support the continued development of staff responsible for the provision of First Aid within the scope allowable for first responders.
- Work closely with the Head of Wellbeing and other Senior Leadership staff to support related projects in related to Health and Wellbeing Strategies for Staff and Students.
- Undertaking research for other health management practices as required.
- Provide support for education / presentations to staff and students in relation to the health and wellbeing topics within the scope of the role of a Registered Nurse.

- Work collaboratively as a member of the Wellbeing Team and be available to provide health and wellbeing advice and support to students as part of a programme of Wellbeing initiatives.
- Coordinate the annual review of Student Health Management Plans through liaison with Parents and Guardians and consult with relevant Staff regarding these plans.
- Ensure the confidentiality of student medical records within the applicable ICT systems (i.e. TASS. Web, Parent Lounge and Teacher Kiosk).
- Additional duties as allocated by the Principal.
- Other duties not inconsistent with the role of a Nurse Manager, School Health Centre.

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## **KEY SELECTION CRITERIA:**

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### **Qualifications and Experience**

- Registered Nurse registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Senior First Aid Certificate, Cardiopulmonary Resuscitation and Defibrillation Certificate.
- A minimum of 3 years' experience as a Registered Nurse (experience in a School environment is desirable).

### **Essential Skills and Requirements**

- Knowledge of legislation relevant to this position, including school nursing practice and adolescent healthcare.
- Advanced computer skills, particularly in the use of Microsoft Office Word and Excel.
- Ability to manage day-to-day workflow in an efficient and flexible way, allowing for the many unscheduled interruptions that occur.
- Commitment to the development, review and continuous improvement of operating procedures and systems.
- Demonstrated interpersonal skills, to liaise with students, staff and parents.
- Ability to remain calm and to effectively manage a diverse range of student needs.

### **Criminal History Checks and Working with Children Check**

- The School will conduct a Criminal History/Police Check on the successful applicant.
- The offer of this position is subject to the successful outcome of the Police Check and the ongoing possession of a current Blue Card (Working with Children Check by Blue Card Services).
- The successful candidate must have a current Blue Card before commencing work.
- Should the Police Check or a Blue Card renewal/application reveal a negative outcome, this position will immediately be withdrawn.
- The successful candidate will be checked against the Anglican Church's National Professional Standards Register. A Negative outcome of this check will result in the position being immediately withdrawn.

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## **AUTHORISATION:**

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I hereby agree that this Position Description accurately reflects work requirements.

### **Acting Principal**

John O'Sullivan Williams

Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Nurse Manager, School Health Centre**

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT – ST PAUL’S SCHOOL

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### ETHOS STATEMENT

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**The School’s Purpose is** “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

**The School’s Vision is** “Transforming educational thinking and practice.”

#### **The School’s Values are:**

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

#### **We value Faith believing where:**

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

#### **We value Learning where:**

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional, and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our learning frameworks which are embedded from PP-12 across all Learning Areas.

#### **We value Community where:**

- Students, staff, and families support the aims, purpose, and mission of the School and serve one another using their God-given gifts.
- Students, staff, and families grow together in faith and learning, promoting love, justice, and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

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## **SCHOOL EXPECTATIONS**

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All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

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## **LEADERSHIP EXPECTATIONS**

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"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.

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## **ANGLICAN SCHOOLS COMMISSION - STATEMENT OF COMMITMENT**

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Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.