

School Nurse

JOB DESCRIPTION



Reports to: Nurse Manager

Department: Health Centre

Position Summary

The School Nurse contributes to the health and wellbeing of the Scotch College community through dedicated care and professional support. This includes the provision of responsive and compassionate health care to students (both day and boarding), staff and visitors. Working collaboratively within the Health Centre team and across the wider College, the School Nurses ensure a high standard of clinical care, health education, and health promotion that aligns with the values and ethos of the College.

Essential Criteria

Education and training

- Tertiary qualification in Nursing or related healthcare discipline
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse

Core competencies (knowledge, skills, and experience)

Technical

- A passion for health promotion, professional and personal development
- Demonstrated clinical competency and sound knowledge of contemporary nursing practice
- Ability to assess, triage and respond appropriately to a wide range of medical conditions, injuries and emergencies
- Capacity to maintain accurate clinical records and manage health documentation in line with privacy legislation and school policy
- Computer literacy and experience with electronic medical records systems

Human relations

- Proven ability to work independently and exercise sound judgement in a clinical setting
- Excellent interpersonal skills and the ability to relate effectively with students, parents, staff and external health professionals
- Ability to work in a dynamic environment with a calm, professional and caring manner
- Strong written and verbal communication skills

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline

- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable Criteria

- Previous experience in a school or adolescent health setting
- Experience in emergency, paediatric or community health nursing
- Familiarity with boarding environments and the associated health needs of residential students
- Knowledge of immunisation schedules and school health screening programs

Core Responsibilities and Tasks

Provision of Health Care

- Operate the Health Centre to a high professional standard, providing a welcoming and safe space for students, staff and visitors
- Deliver high-quality nursing care, including first aid, assessment, and referral for students who are unwell or injured
- Coordinate medical care for boarding students including GP visits, specialists, pathology and allied health services, liaising with parents/guardians as needed
- Monitor students with ongoing health conditions (e.g. asthma, diabetes, epilepsy) and administer medication and treatment as prescribed
- Maintain clear and up-to-date electronic health records for all students in accordance with College protocols and legislative requirements
- Communicate appropriately with parents, Heads of House, teachers, and other relevant staff regarding student health issues and absences
- Provide clinical support for College events, excursions, interschool sport and co-curricular programs as required
- Participate in an on-call roster to support after-hours care for boarders

Health Promotion and Education

- Support a proactive approach to health education through engagement with students, staff and parents on topics such as hygiene, mental health, nutrition and lifestyle
- Contribute to the development and delivery of health awareness initiatives and training sessions for students and staff
- Assist with planning and implementation of vaccination and health screening programs in partnership with public health services

Compliance and Risk Management

- Ensure all nursing practices comply with national standards, AHPRA guidelines, and the College's clinical policies and procedures
- Maintain confidentiality and uphold ethical standards in line with professional nursing conduct
- Contribute to the safe management and storage of medication, medical equipment and supplies
- Assist with review and development of health-related procedures and emergency response plans

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 3/06/2026