

Position Description

Title: School Nurse (Registered) or First Aid Level 2/Administration	Classification: ES1-2 Part Time - 2 days per week Tuesday and Friday
Normal hours of duty: 8:30am – 3.15pm (inclusive of half hour unpaid lunch break)	Tenure: Fixed Term Start Date: Friday 28 January 2022 End Date: Tuesday 20 December 2022

School Profile

The College is currently seeking to employ a suitably qualified and experienced registered School Nurse (current registration for RN DIV 1 or RN DIV 2) or current First Aid Level 2, to commence work from Term 1, 2022 for a fixed term period.

East Doncaster Secondary College is a large, single campus, co-educational school with a focus on high academic achievement, excellence in teaching and learning and a broad, inclusive co-curricular program, situated in the eastern suburbs of Melbourne.

The College has an enrolment of over 1600 students and 150 teaching and education support staff.

As a College, we strive to develop passionate learners who are critical thinkers with the confidence and capability to engage in the global community. We want students to experience a sense of achievement and growth in their academic, personal, social and emotional development. The College values of curiosity, excellence, fairness, respect, resilience, teamwork, care and compassion reflects these desired outcomes.

Our catch phrase as learners is “Creating a Culture of Curiosity” – we strive to ensure that there is a focus on learning improvement for every student. We have high expectations that our students will commit to being supportive of each other as they strive for success as learners. As a result, our student achievement data is excellent across a range of data sets and year levels.

Diversity adds to the richness and quality of the students’ educational experience at East Doncaster Secondary College. We are proudly multicultural across more than 40 nationalities, with an international student program of over 100 students. Over 40% of our students undertake English as an Additional Language (EAL) study.

Alternative pathway options to enable greater flexibility to cater for individual needs are a strength of the College. Students have access to external VET provision and a quality delivery of vocational pathway options that include VCAL (as a member of the atEAST consortium) and the recently introduced Headstart program.

At East Doncaster Secondary College, we are committed to child safety. We strive to ensure that our students are safe, happy and empowered. Through a holistic approach to wellbeing, the College offer an extensive overlay program, ‘Positive Futures’, as a means of visibly addressing the social and emotional needs of our students in a multi-dimensional and integrated approach. Our College embraces both social and cultural diversity and inclusion and we are proud of the recognition we received in this sphere by continuing in our role as ‘lead school’ in the state-wide ‘Respectful Relationships’ program.

As a high performing school, achieving consistently outstanding VCE results, East Doncaster Secondary College prides itself on academic excellence in an environment where individual and collective student academic, sporting, music and the arts achievements are recognised and celebrated. Underlying the focus on excellence is the recognition that such outcomes can best be achieved in an environment where students are happy, healthy and resilient.

Copies of the School Strategic Plan, Annual Implementation Plan and School Policies can be accessed via the school website www.eastdonsc.vic.edu.au

School Nurse/Administration Support Role and Responsibilities

- The School Nurse will provide first aid to students, staff and any other visitor to the school. The position will predominately operate from the Health Centre, but may require attendance to other school locations or external sites for authorised school activities.
- Dispense medication to students as per a parent's consent.
- Arrange appropriate storage of medications.
- Maintain the student medical and attendance records database on Cases21 and Compass
- In consultation with parents, ensure students' Individual Anaphylaxis Plans and ASCIA Action Plans are reviewed annually, ensure adrenaline autoinjectors are up-to-date and accessible to staff and ensure the completion of an Annual Anaphylaxis Risk Management Checklist.
- Prepare student medical alert lists and distribute to staff as required.
- Manage the ordering of First Aid supplies, and maintain and fill all First Aid bags.
- Ensure that the correct medication accompanies students involved in school activities.
- Maintain records of the locations of all medical equipment.
- Organise and facilitate training in First Aid for all staff including asthma awareness and anaphylaxis management.
- Maintain and follow up staff training database for mandatory training requirements according to DET guidelines
- Assist with the coordination of student immunisation programs with the Manningham Council
- Assist with the coordination of staff vaccinations when required
- Notify the community, in consultation with the Principal, of any medical outbreaks in line with the Department of Education guidelines.
- Liaise with Camps/Excursions/Tours Events organisers in regards to student medical requirements
- Support the College by attending whole school events as the nominated First Aid Attendant (Swimming/Sports carnival) and coordinate the appropriate first aid equipment
- Support the College in the emergency management process by being the nominated First Aid Attendant and coordinate the appropriate first aid equipment
- Other Education Support Administrative tasks as required including but not limited to:
 - Daily outgoing mail
 - Maintaining the College Emergency Management Training database
 - Managing lost property
 - Maintaining Health Centre area
 - Other administrative and data entry tasks as required

The School Nurse will be expected to know, understand and implement DET guidelines and the latest first aid treatments for common conditions and injuries.

Selection Criteria

SC1 Demonstrated experience and skills in coordinating a specific education support function.

SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.

SC3 Demonstrated high-level oral and written communication skills.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.

SC6 Demonstrated commitment to professional learning and growth for both self and others.

Position is an Education Support Level 1 Range 2 Fixed Term Part Time position. Roster is two days per week during the school term – Tuesday and Friday 8.30am to 3.15pm, inclusive of a half-hour unpaid lunch break.

Application to include - CV with qualifications, three current professional referees (including contact email addresses) and Response to the Selection Criteria (SC1 to SC6) to be submitted via email to Lisa Bull at east.doncaster.sc@education.vic.gov.au by Monday 13 December 2021 4.00pm

Essential Skills

- Registered Nurse (DIV 1 or DIV 2) with current AHPRA registration or current First Aid Level 2
- Current training in CPR, Anaphylaxis, Asthma, Epilepsy and first aid
- Excellent communication skills and experience working in an environment with a wide variety of people in a personable, professional and confidential manner.
- Demonstrated administration experience with possession of intermediate level computer and document management skills, including Microsoft Excel, Word, PowerPoint
- Hold a current Victorian WWCC (Employee)
- An ability to work within a multi-disciplinary team and to support a holistic partnership with teachers, parents and student wellbeing staff.
- Preferable experience of using Compass Management System to record and review student records

Accountability:

- Perform allocated tasks for ES1-2
- Report to Principal or Assistant Principals
- Participate in the College's Performance and Development process

Duties will be reviewed after one term and/or when necessary.

Other Information

- Employees are expected to perform at a level consistent with the performance standards relative to the duties and accountabilities of their position
- Participate in relevant professional development

- Any other duties and provision of support as directed, as a part of the whole College education support workforce and within the scope of the Victorian Government Schools Agreement applicable for the staff member's classification level or below
- All duties are to be carried out in accordance with Occupational Health & Safety guidelines.

The successful applicant must have the essential skills as listed and be prepared to undertake Mandatory Reporting and OHS Modules prior to or upon commencement.