



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

School Nurse – Grimwade House

## Reporting to

School Nurse-In-Charge

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys. Boarding is available from years 7 to 12, with approximately 120 boarders accommodated in the School's boarding house complex.

Grimwade House is a caring and happy environment which values the particular nature of each child. The School is divided into two well-resourced sections, each with its own classrooms, level coordinator and specially designed play area. 'Harleston' houses the Junior Primary Years Prep, 1, 2, and 3 and Upper Primary for Years 4, 5 and 6. In addition to an extensive classroom program there are a number of specialist programs that work together to provide a holistic educational experience.

## Purpose of the Role

The role of the School Nurse – Grimwade House is to provide health services and support to students and as required staff and School Community. They will work autonomously and will be directly responsible to Health Centre Manager. The Grimwade House School Nurse will encompass Melbourne Grammar School's values in their approach to students, teacher, parents and our wider community and have a strong understanding of their roles and responsibilities in relation to Child Safety and Wellbeing.

This is full time, term time only position. It is primarily based at Grimwade House, but with a flexible model of care may be required to work across our campuses to support the health and wellbeing of all Melbourne Grammar students.

## Key Relationships/Contacts

|                       |                       |
|-----------------------|-----------------------|
| Head of School        | Health Centre Manager |
| Deputy Head of School | Risk Manager          |
| Students              | Teachers              |
| Parents               |                       |

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### Administrative

- Report to the Health Centre Manager
- Assist with co-coordinating the Health Centre
- Maintain accurate student, staff, visitor's incident reporting records
- Maintain accurate records of care provided to students using Synergetic records
- Liaise with parents and staff about student health concerns
- Purchase and control Health Centre supplies in consultation of the Health Centre Manager
- Assist with the maintenance and ordering of first aid kits for the School, for Sport and Outdoor Education programs
- Coordinate of twice-yearly Anaphylaxis Briefings for Grimwade House Campus with assistance from the Health Centre Manager
- Coordinate the delivery of first aid awareness sessions for sports coaches, including anaphylaxis with assistance of the Health Centre Manager
- Monitor and maintain concussion register and appropriate and relevant communication



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- Coordinate the delivery of the immunisation program for Grimwade House campus
- Report on data when required to
- Support school sport and excursions by ensuring necessary medical requirements have been provided
- Liaise with school staff regarding student concerns or health updates
- Implement Health Centre changes in accordance with the Health Centre Manager
- Assist in maintaining illness/accident and injury reporting system to meet legal requirements.
- Attend meetings of Health Care staff as required
- Ensure compliance is met
- Routine check of equipment utilised within the Health Centre and First Aid sites around campus to ensure in good order and compliance including AED's
- Routine check of student supplied stored medications. Monitoring and recording of restricted medication to ensure compliance.

## Health Care

- Provide First Aid, medical assistance, monitoring and advice to students, staff and visitors to the Grimwade community and other health centers as required
- Provide assistance in the management of ongoing health problems eg. Asthma, anaphylaxis, diabetes, etc.
- Attendance to accidents on site as required and for more serious injuries which may involve liaising with ambulance or other medical assistance as appropriate
- Monitor treatment regimes
- Supervise, monitor and coordinate medication administration and ensure appropriate documentation
- Availability to cover sporting activities, school events and school camps from time to time at off campus facilities.

## Key Selection Criteria

- Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA) or equivalent
- Minimum 5 years' experience.
- Excellent computer skills.
- Previous pediatric experience will be considered an advantage.
- Excellent interpersonal skills, especially the ability to relate to young people and their families.
- Ability to maintain discretion, with sound judgement and problem solving skills.
- Well developed time-management and organised skills.
- Ability to work as part of a team or independently, as required.
- Ability to handle medical supplies, equipment and physical work associated with First Aid.
- Knowledge of common adolescent health conditions and illnesses.
- Senior First Aid or Advanced First Aid Certificate (preferred).
- Must hold, or be willing to obtain, a valid Working with Children Check.
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Desired
- A friendly and positive communication style with a demonstrated ability to establish rapport with our diverse community
- The ability to work independently and with a high level of discretion.
- A focus on accuracy and attention to detail, coupled with the ability to prioritise and manage multiple tasks
- Previous experience in pediatrics or the education sector
- Strong administrative and computer skills

## Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally



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and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

## Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.