MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
School Nurse, Residential

Reporting to
Health Centre Manager

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,930 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

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 659 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 1,273 boys - day students and boarders.

Purpose of the Role

The School Nurse -Residential is provides high-quality health care services and support to students, and where required, to staff and the broader school community across campuses. This role is suited to a Registered Nurse (Division 1) and includes a residential component, with private accommodation provided adjacent to the Boarding House complex and Health Centre at Melbourne Grammar School.

The position reports directly to the Health Centre Manager and works collaboratively with the Director of Boarding, Heads of House, and other members of the boarding and wider school community. The School Nurse – Residential engages closely with students, boarding staff, and parents, and liaises regularly with relevant stakeholders to support student health and wellbeing

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The South Yarra campus has two Health Centre's—one within the boarding house and one on campus—providing 24/7 nursing care during term time via a rostered team (including on-site and on-call coverage). An additional Health Centre operates at the Grimwade campus.

Key Relationships/Contacts

Health Centre Manager	Director of Boarding
School Nurses at South Yarra and Grimwade-	Head of Wadhurst
Head of House	Head of Senior School
Students and Parents	Teachers

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

Health Care

- Provide First Aid, medical care and assistance and health advice to students, staff, and visitors
- Support students' physical health and wellbeing, in consultation with staff and parents
- Assist in managing chronic conditions (e.g. asthma, anaphylaxis, diabetes)
- Respond to incidents and emergencies, including coordinating with ambulance services when required
- Administer, monitor, and accurately document medications
- Monitor treatment plans and student health needs
- Liaise with external health professionals as required
- Support school camps, sporting activities, and off-site events when required
- Conduct routine checks of student-supplied medications
- Contribute to health education initiatives within the school community

- Maintain strict confidentiality of all health information
- Provide First Aid, medical assistance and advice to students, staff and visitors to the to Melbourne Grammar School

Pastoral Care

- Provide daily handover to boarding staff
- Ensure comprehensive clinical handover to the Health Centre Manager and nursing team each day
- Attend nightly House meetings when on duty
- Report to the Head of House and Boarding House Assistant on matters relating to student care and wellbeing
- Be available to assist and advise parents and visitors as required
- Attend Boarder Parent Network meetings at the beginning of each term and Boarder Orientation Days
- Attend boarding house meetings twice per term
- Attend Health Centre staff meetings
- Provide daily clinical handovers to the Health Centre Manager and nursing team and boarding house staff
- Support the wellbeing of students through a compassionate and professional approach
- Be available to assist and advise parents and visitors as required

Administration

- Report to the Health Centre Manager daily when on duty
- Assisting with coordination and day-to-day operations of the Health Centre
- Maintain accurate health incident and injury records for students, staff, and visitors
- Delivery of First Aid and Anaphylaxis Awareness sessions for staff including seasonal Sports Coaches as requested.
- Assist with the maintaining and ordering of First Aid supplies for the School, in consultation with the Health Centre Manager
- Assist with the maintenance and ordering of first aid kits for the School, for Sport and Outdoor Education programs
- Assist with supporting and coordinating the immunization program for students and staff
- Maintain reporting systems to meet legal requirements (such as incident and illness records)
- Monitor and maintain concussion register and appropriate and relevant communication
- Communicate relevant health information and concerns to staff while maintaining confidentiality
- Liaise daily with Health Centre Manager and relevant boarding staff and provide thorough handovers to incoming nursing staff
- Communicate with parents regarding student health and arrange home leave where required
- Implement procedures and changes in accordance with the Health Centre Manager
- Ensure the Health Centre environment is clean, safe, and well-maintained
- Monitor and maintain concussion register and appropriate and relevant communication
- Monitor and check medications, first aid kits and AED's and ensure accurate documentation
- Ensure all relevant information is uploaded to student records
- Conduct routine checks of equipment and first aid locations across Health Centre's and on and off campus.
- Ensure all equipment is in good working order
- Work across campuses as required

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Roster

Nursing coverage is provided on a roster basis to ensure 24-hour care during term time. Most school holiday periods are non-working, with specific days negotiated

The School Nurse, Residential will

- work a combination of weekdays and weekends
- work at an on-call capacity when rostered on and be available for emergencies within the school
- work Additional days at the beginning and end of each term for preparation, meetings, and professional development.

A school-provided mobile phone is shared between nursing staff to ensure that contact is maintained at all times.

Key Selection Criteria

- Registered Nurse (Division 1) with AHPRA registration
- Minimum 5 years' experience as a Registered Nurse
- Strong computer and administrative skills
- Paediatric experience (desirable)
- Excellent interpersonal and communication skills, particularly with young people and families
- High level of discretion, judgement, and problem-solving ability
- Strong organisational and time management skills
- Ability to work independently and collaboratively
- Capacity to manage physical aspects of the role, including First Aid response
- Knowledge of adolescent health issues

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 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.

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Job Description

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.