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## College Nurse

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Oran Park Anglican College is a co-educational College catering for 700 students Prep –Year 12 in 2019. The College is seeking to appoint a caring and flexible person to provide general health care to members of its community. Applicants must be able to support the College’s Christian values and have a high level of comfort with change.

### Primary Purpose

The College Nurse will be responsible for the running of Sick Bay in a professional manner and overseeing the administration of medication and health care procedures

### Essential Criteria

The successful applicant must have a happy, welcoming and caring disposition with the ability to care for unwell and injured students and staff. Essential criteria for this role include;

- Experienced registered nurse qualified to practise in NSW, cardio-pulmonary resuscitation certificate and trained in responding to anaphylaxis and asthma
- Ability to establish rapport and build strong relationships.
- Excellent time management and organisational skills.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.
- Demonstrates high-level computer skill and literacy, with a comprehensive knowledge of computer packages including Microsoft Office - Word, Excel and Outlook.
- Be a committed Christian and active member of a church.

### Desirable criteria

- *Previous experience could include a role as a School Nurse, Accident and Emergency and/or Paediatric nursing*
- *Experience using a corporate database for example Edumate*

#### Vision

To be a vibrant learning community where every member is valued, high standards of character, behaviour and relationships are set and Christ is honoured

#### Mission

To grow and nurture Excellence, Wisdom and Service

## Major Responsibilities

The College Nurse is responsible to the Principal through the Executive Assistant for:

- Providing general health care to students as appropriate to their needs and situation.
- Providing first aid treatment to the college community.
- Administering medication to students, which is supplied by parents/guardians.
- Liaising with parents/guardians, teachers, support and executive staff as necessary about the health needs of students.
- Manage and update management plans for students with medical needs.
- Manage Health Care plans for School Excursions and Camps.
- Development and implementation of health related policies and procedures e.g. administration of student medication.
- Maintaining accurate and up to date records of students with anaphylaxis, asthma and other chronic conditions.
- Liaising with staff about first aid requirements on excursions and at sport activities.
- Participates in ongoing professional development of self and other staff members in relation to first aid and health plans for students.
- Ordering of all medical supplies.
- Ensure that emergency medical and first aid equipment is current, safe and functional.
- Working collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.

## Status

Part Time — 10.00 am to 2.00 pm week days (Term Time)

Temporary (12 month contract)

## Salary

Salary is to be determined in accordance with the School Nurse classifications as outlined within the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

## Commencement Date

25 January, 2019

## Application closing date

Applications will be considered as received, please submit your application for the position as soon as possible and no later than **19 November 2018**.

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## **Submitting an application**

Applications will only be considered if the relevant “Application for employment – Non Teaching” form and Working with Children Check is completed and disclosed on your application.

In addition, please provide a supporting statement about your experience which demonstrates your ability to meet the essential criteria listed above.

The “**Application for Employment – Non Teaching**” form and link to the relevant Working with Children Check can found under the “Employment” tab of the College website.

Please forward your application marked “Private and Confidential” to:

Mrs Naomi Wilkins  
Principal  
Oran Park Anglican College

Email: [employment@opac.nsw.edu.au](mailto:employment@opac.nsw.edu.au) (as one PDF)

Website: [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

Address: 60 Central Ave, ORAN PARK NSW 2570

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