



KINROSS WOLAROI
— SCHOOL —

School Nurse

Candidate Information Pack

Closing Date: 16 December 2018

December 2018



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

Further Information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>



The role of the School Nurse

The primary role of the School Nurse is to provide Health Care for students within the day and boarding school community. The School Nurse will assist in delivering programmes that protect and sustain the health and safety of the student community. The School Nurse will work with the Senior Nurse to ensure effective and appropriate management of the health and welfare of students. This includes providing support to students with mental health care requirements and associated medications.

General Description of Responsibilities

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<i>First aid and emergency services</i>	<ul style="list-style-type: none"> Administer first aid to students Administer medication according to medical action plans and School policies Establishing and maintaining medical records for students and ensuring appropriate procedures for the administration of medication Maintaining appropriate records regarding illness and injury reporting Liaising with parents and medical practitioners regarding student medication requirements, medical action plans or referral to a health care professional or hospital as required Referring students to the School Psychologist or arranging transfer to hospital, medical centre or home in accordance with appropriate school procedures and accepted first aid practice Planning, ordering and maintaining first aid supplies and associated first aid kits Interpreting medical evaluations for students and providing an understanding of implications for the educational performance of students by notifying staff where needed
<i>Student welfare</i>	<ul style="list-style-type: none"> Promoting the prevention and control of communicable disease Providing information regarding personal student health problems Assist with delivering School based immunisation programmes in conjunction with service providers Assisting in identification of at risk students
<i>General</i>	<ul style="list-style-type: none"> Maintaining a clean and orderly environment for the health clinic To ensure the maintenance of accurate and confidential case files and statistics To attend staff meetings as required To attend to other duties as directed by the Senior Nurse and Business Manager
<i>General Requirements</i>	<ul style="list-style-type: none"> Undertake other duties as directed by the Business Manager that are consistent with the employee's skills, training and experience.



Professional Review

This Position Description is intended as a framework for professional review.

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In their day-to-day duties, the incumbent will be *responsive* to the directions of the Senior Nurse who is the incumbent's direct supervisor.

Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.



School Nurse - Candidate Information Pack

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition.

Ability to remain calm under pressure.

Willingness to support the mission and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

Essential Criteria

Registered with the Nurses Board of NSW

Senior First Aid or Advanced First Aid Certificate

Demonstrated successful professional experience involving school aged children

Demonstrated experience handling and controlling medicine, medical supplies and equipment

Highly effective relationship development and management skills than can be effectively applied to a broad range people including students, staff and parents

Excellent time management and organisational abilities and the demonstrated ability to be successful in a demanding and multifaceted role

Developed written and verbal communication skills

Experience using Microsoft Office programs

Demonstrated ability to manage emergency situations in a careful and responsive manner

Desired Criteria

Previous professional experience in an educational setting



Appointment Conditions

The role will require attendance on School business at a variety of locations at any time of the day or week. The hours of work are 76 per fortnight during each of the School's academic terms, the ordinary hours will be worked per the below. Some work outside these hours may be required.

Employment will be offered on a permanent basis subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified at the School Nurse Scale of Table 1 (e) in Schedule 1 of the Enterprise Agreement.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Week 1 -

Monday	11:30am – 6:30pm
Tuesday	11:30am – 6:30pm
Wednesday	1:30pm – 6:30pm
Thursday	11:30am – 6:30pm
Friday	12:30pm – 6:30pm
Saturday	8:00am - 10:00am AND 2:00pm – 4:00pm
Sunday	8:00am - 10:00am AND 2:00pm – 4:00pm

Week 2 -

Monday	11:30am – 6:30pm
Tuesday	11:30am – 6:30pm
Wednesday	1:30pm – 6:30pm
Thursday	11:30am – 6:30pm
Friday	12:30pm – 6:30pm
Saturday	-
Sunday	-



Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or kkenny@kws.nsw.edu.au

Before submitting your application please ensure you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to kkenny@kws.nsw.edu.au

or addressed to

Mrs Kate Kenny
Human Resources Manager
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.