



# EMANUEL SCHOOL

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## SCHOOL NURSE | ROLE DESCRIPTION

### Role Purpose:

The purpose of this role is to provide health care and support to students and staff. This is a part-time, term time only role with hours from 8.00am-4.00pm, 3 days per week – Monday, Tuesday, Friday.

### Responsibilities & Reporting Lines

This role reports to the Deputy Principal and is responsible for the following:

- Treating students who present during the day with injuries and ailments
- Working with the school counsellors to support the mental health and wellbeing of students
- Back up for school counsellors as required
- Liaison with parents and/or external medical support teams for more serious injuries and illnesses
- Tending to the needs of staff members who present with ailments or injuries
- Maintaining individual medical records and analysing student medical data
- Co-ordinating and implementing vaccination programs
- Taking a first aid role at events on campus
- When necessary, administering first aid for offsite excursions and camps
- Liaising with First Aid deliverers for staff training, equipment etc.
- Co-ordinating first aid training of teachers and other staff
- Maintaining First Aid kits and other supplies
- Conducting regular hair checks in K-6
- Communication regarding health alerts e.g chicken pox
- Liaising with relevant Health authorities as needs arise
- Liaising with teachers about students' needs during camps and excursions
- Contribution to wellbeing team including some talks and lectures

### Skills & Qualifications Required

The following qualifications and experience are essential for this role:

- Enrolled Nurse or other suitably qualified person with a minimum 5 years nursing or senior first aid experience. School nursing experience is not a requirement but could be an advantage
- Love of dealing children and young people
- Ability to communicate clearly with a range of students, staff and parents
- Ability to work collaboratively
- Good Information and Communication Technology skills.
- Ability to contribute to the Life of the School outside the core Key Learning Areas.
- Support of the ethos of the School
- Outstanding attention to detail
- Appreciation of children and ability to communicate with them
- Ability to take initiative and work independently
- Strong ICT skills and advanced experience with Word, Excel, PowerPoint, databases

### **Emanuel Employee Qualities & Attributes**

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

### **About Emanuel School**

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

### **Values & Jewish Life**

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.