

College Nurse – Casual Pool



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role: College Nurse – Casual Pool

Terms: Casual pool of College Nurse

Responsible to: Assistant Principal: Wellbeing and Engagement

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The position is for a Registered Nurse to be part of Loreto College's casual pool of College Nurses for when the College Nurse is absent.

The role of the casual College Nurse is to support health promotion and provide appropriate preventative health care to better support the health and well-being of the students. The casual College Nurse is a Registered Nurse who displays initiative, confidentiality, professionalism and skill in carrying out the responsibilities required of the position.

On occasions when the casual College Nurse is called into the College, the following duties may form part of the day(s) when you would be relieving in the Health Care Centre.

Students

- Provide a high standard of basic nursing care to students both boarding, day students and ELC children.
- Manage the College's Health Centre efficiently including effectively maintaining daily Health Centre records and treatments.
- Work with the Boarding House staff, ensuring effective management and delivery of medication, medical assessments and referrals for boarding students. In situations where the College Nurse determines that further medical assessment is required, the College Nurse can accompany the boarding student to the appointment within working hours (if available).
- Respond to student health issues, in person or via phone, during work hours.
- Practice confidentiality and accuracy in maintaining personal records for the health care of all students in line with legislative requirements, including the effective use of the Student Management System, Synergetic, for recording medical incidents.
- Oversee, monitor and administer medication and health plans on the Student Management System.
- Maintain adequate supplies of first aid equipment and medication.
- Supply first aid equipment for camps, excursions and retreats.
- Ensure staff attending camps, excursions and retreats are adequately instructed on the use of equipment in first aid kits eg Spacers/Epipens.
- Refer students to the College Counsellor, general practitioner, medical specialists and allied health professionals, as appropriate.
- Be aware of students with medical conditions and liaising with parents to ensure accurate care plans for individual students are circulated to staff in an appropriate manner.
- Assess students' state of health and well-being and directly contacting parents or carers to ensure safe return home of students who are too unwell to stay at school, eg headlice checks, toileting.
- Liaise with the Communicable Diseases Control Branch and other Government Departments to act appropriately in the minimise risk to the Loreto community.
- Assist with immunisation programs for students, as required and maintaining immunisation history of ELC children.
- Arrange for emergency ambulance transport students in the event of medical emergencies requiring hospitalisation and assessment.
- Prepare and upload student medical emergency list for access to staff.
- Maintain effective lines of communication with the College Counsellors, Receptionist, Personal Assistant to the Assistant Principal: Head of Junior School, Student Services Officer, Boarding House Supervisors, Leaders of Student Wellbeing and Academic Care, Principal, Head of Junior School, Director of ELC, Assistant Principals, parents and guardians in a sensitive and confidential manner.
- Other duties as directed by the Assistant Principal: Wellbeing and Engagement.

Work Health and Safety

- Adhere to safe work practices.
- Liaise directly with Loreto WHS Coordinator regarding student and staff accidents and incidents;

Mission, Ethos and Ethics

- Know, accept, embody, and develop the Loreto mission and values.
- Possess a commitment to and a clear understanding of the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer.
- Role model Christian values when interacting with students, staff, and parents.
- Always maintain confidentiality and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans.
- Support and uphold the College's policies and procedures and the Safeguarding Children and Young People Code of Conduct.
- Undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Excellent administrative and organisational skills which are reflected in daily management
- Demonstrated ability to prioritise tasks, use knowledge and initiative and to problem solve promptly
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Ability to communicate with families, staff and students in a personal and supportive manner

Personal Qualities

- Well-developed interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to exert calm authority in medical emergency situations

Essential Qualifications

- Formal qualifications required as a registered nurse
- Current registration with AHPRA Australian Health Practitioners Regulation Agency

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

August 2025

Applications

Applications for the position of College Nurse – Casual should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Formal qualifications required as a registered nurse and current registration with AHPRA Australian Health Practitioners Regulation Agency
- All applicants will be required to attain a Working with Children Check and maintain police clearance to work in Catholic Education SA, approved Responding to Risks of Harm, Abuse and Neglect – Education and Care training and First Aid training. Please attach any relevant certificates to your application

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Applications close at 9.00 am on Tuesday, 26 August 2025