

HOLY CROSS COLLEGE APPLICATION PACKAGE

College Nurse



College Nurse

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

Position:	College Nurse
Conditions:	Part-Time, Temporary 15 April – 28 June 2024 Contract
Salary:	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.
Commencement Date:	Monday 15 April 2024

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Support Staff at Holy Cross College.
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.
- Hold or be willing to maintain a senior first aid qualification.
- Hold a current National Police History Check as issued by the Department of Education Western Australia.

Applications close: Friday 28 February 2024 at 12:00 pm

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au

ROLE Description

College Nurse

Holy Cross College is a Catholic Coeducational Pre-Kindergarten – Year 12 College. All staff play an integral role in contributing to the Vision, Mission and strategic direction of this Catholic College community.

The role of College Nurse involves overseeing and responding to medical needs in the College on a day to day basis and supporting the well-being of students and staff. The College Nurse will carry out both clinical and administrative responsibilities in fulfilling this role.

Accountability and Collaboration

The College Nurse is responsible to the Deputy Principal, Inter-relationships. They work collaboratively on a day to day with all members of the College Staff with particular close association with with particularly close association with the Deputy Principal Inter-relationships, Junior School Assistant Principals, Inter-relationships Leaders, Learning Enrichment Leaders, House Representatives and the Wellbeing Team.

Specific Responsibilities

- Work closely with parents and school staff in dealing with individual students.
- Encourage students and staff to take responsibility for their own health and wellbeing.
- Support the implementation of the College School Improvement Plan.
- Attend to injuries and medical complaints for students and staff and maintain accurate documentation and processes.
- Provide first aid at College events including off-campus events, as required.
- Ensure records of students with medical conditions are kept up to date and accurate, and immediately available for authorised staff to access.
- Provide support to students with special needs and medical conditions, including the development of Health Care Plan for students with medical needs.
- Liaise with teachers, counsellors, parents and community health care professionals.
- Take an active role in health promotion and education, including presenting to staff and parents, as required.
- Follow Infection control guidelines and inform the Deputy Principal, Inter-relationships if a report needs to be lodged with the Department of Health. Notify Parents/Staff of contagious conditions that may arise within the College.
- Organise and manage Staff Senior First Aid qualifications ensuring currency.
- Co-ordinate professional learning for staff on subjects such as Medic Alerts and management of illnesses such as Anaphylaxis, Diabetes, Asthma etc.
- Maintain accurate records of staff who have completed trainings such as; Senior First Aid qualifications, Anaphylaxis, Diabetes, Asthma etc training.
- Dispense medications as needed, and in accordance with College policy.
- Maintain first aid kits/AEDs/sunscreen and first aid training supplies on College campus and oversee the secure and appropriate storage of medications.
- Ensure use by dates are strictly monitored and adhered to and disposed accordingly.

- Prepare medical forms for students attending off campus activities, including but not limited to camps, retreats and international tours.
- Prepare first aid kits for students attending off campus activities, including excursions, camps, retreats, sporting events and international tours.
- Ensure that the College meets the criteria to maintain accreditation to be an 'Asthma Friendly' School and 'Nut Aware' school.
- Provide health related data to the College Leadership Team and support the compilation of compliance data as required.
- Notify Deputy Principal, Inter-relationships and College Business Manager of any accidents and complete appropriate insurance and incident reports.
- Assist parents with completion of Student Care insurance claims, providing general information as required.
- Arrange and coordinate vaccinations and immunisation programmes for students and staff as required.
- Be a member of College teams or committees as required.
- Other duties as required by the Principal.

Learning

Support Staff at Holy Cross College will:

- Keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same.
- Complete Accreditation to Work in a Catholic School in the required time.
- Maintain ongoing renewal of Accreditation to Work in a Catholic School.
- Support staff, students and parents with access to and use of College resources.
- Respect and support the learning and development of staff in all areas of the College.
- Focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff.
- Maintain a high level of ICT skills.
- Maintain Senior First Aid qualification.

Inter-relationships

Support Staff at Holy Cross College will:

- Actively engage in the pastoral care of students.
- Interact with staff, students and families in a way that is both professional and pastoral.
- Have a welcoming manner and excellent interpersonal skills.
- Relate to young people in an appropriate manner.
- Remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind.
- Treat all information as confidential.
- Maintain high expectations of service, choices and manners through example.
- Be well-groomed, well-spoken and familiar with protocol and etiquette.
- Work as part of a team and be flexible with work arrangements.
- Use initiative in carrying out duties.

Faith

Support Staff at Holy Cross College will:

- Demonstrate a commitment to the objectives and ethos of Catholic Education.
- Actively witness to Gospel values in the performance of all areas of duty.
- Proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College.
- Have an understanding of the Catholic ethos and give witness to the Catholic faith to our students.
- Live and act in a way that respects the beliefs and practices of a Catholic community.
- Lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds.
- Participate actively in the sacramental, liturgical and prayer life of the College.
- Promote and support strong and meaningful connection with St Helena's Parish.

Enrichment

Support Staff at Holy Cross College will:

- Recognise ongoing change in the relevant industry outside of the College through self development in contemporary practice and technological developments.
- Actively engage in personal, spiritual and professional learning.
- Be willing to positively share time, energy and talents in support of the ongoing life of the College.
- Abide by all College Policies and Procedures.

Qualifications:

Maintain relevant qualifications:

- A current Occupational First Aid certificate incorporating St John's Ambulance requirements, or
- Current Registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current Senior First Aid certificate.
- Accreditation to Work in a Catholic School.
- Maintain a valid Working With Children Card.