

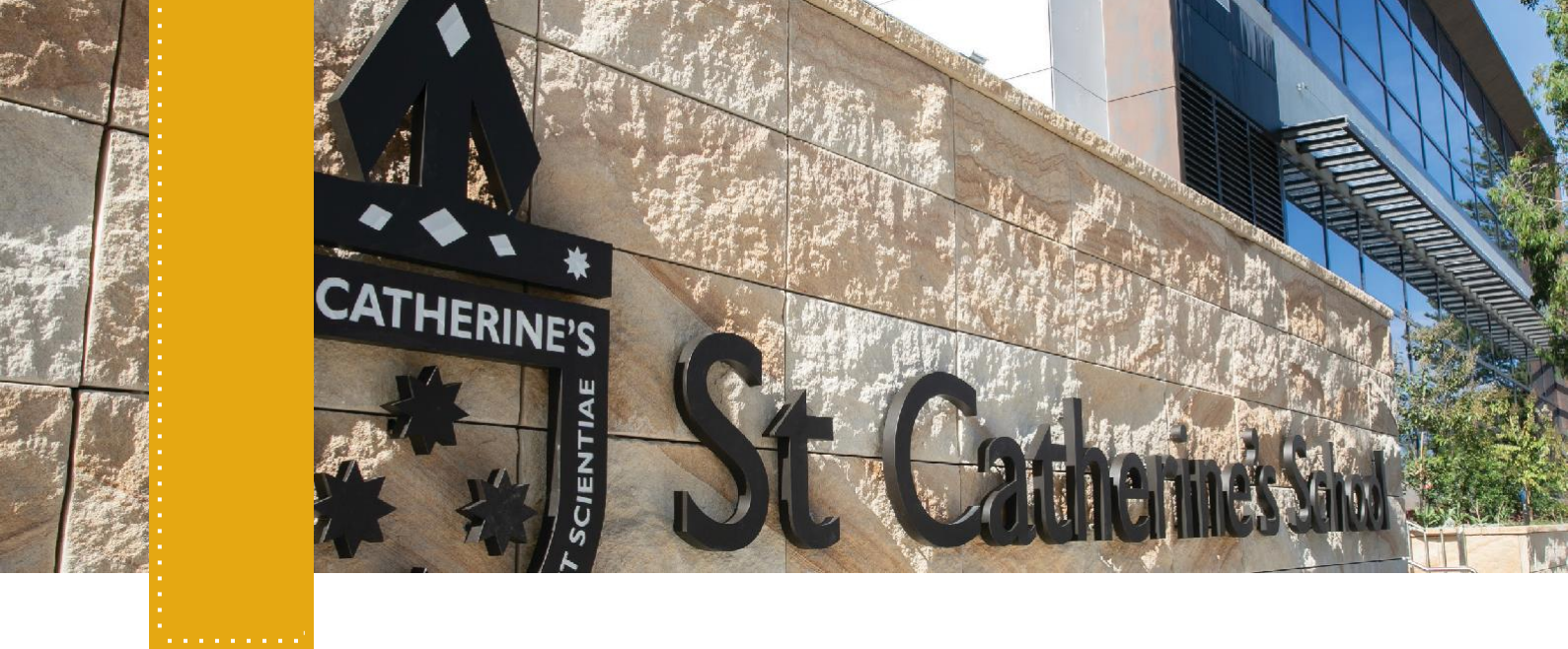


St Catherine's School Sydney



School Nurse

Permanent full-time (Term-Time only)



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 169 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources and submitted via Seek or directly emailed to hr@stcatherines.nsw.edu.au

Applications close Friday 13 June 2025 (interviews may take place prior to closing date)

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect dedicated to making a meaningful contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Position Summary

Position:	School Nurse (K – 12)
Responsible to:	Headmistress
Reports to:	Director of Senior School Students
Effective date:	June 2025
Details:	Permanent full-time role - Term-Time only

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Primary Purpose

The School Nurse plays a vital role in supporting the physical and emotional wellbeing of students across Kindergarten to Year 12 at St Catherine's. Working as part of the Student Care and Student Services teams, the Nurse provides effective, compassionate, and evidence-based care to day and boarding students, ensuring students' health needs are promptly and appropriately addressed.

Based in the Senior School, this role involves referral to and collaboration with students, parents, external health professionals, and staff across both Junior and Senior Schools, and contributes to the promotion of a safe, inclusive, and caring school environment.

This role may lend itself to a job share arrangement if applicants are looking for part time work.

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Major responsibilities

Clinical Care and Consultation:

- Provide timely and effective first aid and nursing care to students and staff
- Respond to emergencies and manage acute medical situations
- Support students with chronic conditions, including diabetes, asthma, anaphylaxis, and mental health needs
- Oversee and administer student medication in accordance with parent instructions and medical plans
- Refer to or liaise with external health professionals when appropriate
- Support staff with student health queries and provide practical advice on health-related matters
- Triage mental health concerns providing recommendations regarding immediate safety and ongoing support
- Comply with NSW Health and AHPRA standards for clinical care, infection control, and medication administration.
- Ensure student care aligns with NSW Health guidelines regarding communicable diseases and immunisation requirements.

Mental Health First Aid and Student Wellbeing Support:

- Act as a key contact for students presenting with mental health concerns, providing immediate support, reassurance, and referral
- Apply Mental Health First Aid principles to assess risk, ensure safety, and initiate appropriate next steps, including contacting key staff or referring to school psychologists.
- Maintain up-to-date knowledge of adolescent mental health, including anxiety, depression, self-harm, and crisis response strategies.
- Collaborate closely with the School Psychologists, Heads of Year, , and the Boarding staff team to provide coordinated support for students with ongoing mental health needs.

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Health Support for Boarding Students:

- Provide accessible and responsive health care for boarding students, including coordination with boarding staff for after-hours medical needs.
- Liaise with the Director of Boarding, boarding staff, and families to support the physical and emotional wellbeing of boarders, including regular check-ins and proactive health education.
- Maintain clear communication and records relating to ongoing health needs, treatments, or medical appointments for boarders, ensuring continuity of care.
- Arrange and coordinate some external medical, dental, or psychological appointments as required, including transport arrangements and consent management.
- Ensure appropriate medication storage, access, and supervision for boarders, including oversight of self-administered medication plans when relevant.

Health Records and Compliance:

- Maintain accurate and confidential health records, ensuring alignment with NSW Privacy legislation and the Health Records and Information Privacy Act 2002.
- Monitor and support compliance with NSW vaccination and immunisation documentation.
- Update and manage individual medical management plans for students with serious or ongoing health needs
- Prepare health summaries and contribute to risk assessments for camps and excursions
- Utilise school systems to record incidents at the school

Communication and Community Engagement:

- Provide professional, friendly, and responsive service to students, parents, and staff
- Contribute to the development and implementation of risk assessments and student support plans where mental health is a contributing factor.

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- Communicate clearly with parents regarding illness, injury, or student health plans
- Ensure relevant staff are informed of medical alerts and any significant updates to student health information
- Collaborate closely with the Head of Junior School, Director of Senior School Students, School Psychologists, Student Services staff, and Heads of Year

Medical Supplies and Environment

- Manage the supply, organisation and cleanliness of medical supplies and equipment across the School
- Monitor and replenish First Aid kits across the campus as well as other medical equipment eg debribillators.
- Ensure First Aid kits are prepared for excursions, camps and tours.

Child Protection and Safety

- Champion child safety practices in line with the School's commitment to safeguarding children
- Comply with all legislative obligations regarding child protection and participate in ongoing child safety training
- Report concerns relating to student wellbeing or safety to appropriate leadership

Risk and Compliance

- Adhere to the School's policies and procedures, including WHS, Emergency Procedures, and Critical Incident Management
- Actively support and uphold the School's values and professional standards
- Support in the preparation of student medical care and support plans to assist all staff in the care and safety of students

Uphold and promote high standards in all areas of endeavour

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Other duties

- Provide First Aid support at key school events (e.g. Open Day, Sports Carnivals)
- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Undertake other duties as required by the headmistress or her delegate

Key Working Relationships

- Headmistress
- Head of Junior School
- Director of Boarding and boarding staff
- School Psychologists
- Student Centre Team
- Teachers (K–12)
- Head of Risk, Compliance and Policy
- Enrolments Team

Qualifications and Experience

- Registered Nurse (AHPRA)
- Current First Aid and CPR certification
- Certified in Anaphylaxis and Asthma Management
- Mental Health First Aid certification or relevant experience
- Minimum 5 years' experience in nursing; experience in paediatric, emergency or school nursing is highly desirable
- Sound knowledge of clinical best practices and school health protocols
- Current Driver's Licence

St Catherine's School, Sydney is committed to child safety. All staff are expected to uphold our child safety policies and complete regular training.

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Selection criteria

The successful candidate will possess the following key attributes:

- Warm, approachable and student-centred
- Collaborative, and able to work well with a diverse professional team
- Excellent interpersonal and communication skills
- Calm, confident and resilient under pressure
- Organised, with strong time-management skills
- Discreet and professional, with a strong understanding of confidentiality and privacy
- A team player with a collaborative and positive attitude
- Flexible, adaptable and proactive

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Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Wellbeing program
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre
- Access to school cafe to order lunch daily

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StCatherinesSchool



@stcatherinessyd



@StCatherinesSyd



www.linkedin.com/school/st-catherine's-school_2/



StCSchoolWaverley



WeChat ID scs2024



For more information visit

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CRICOS 02322K | ISSN 2205-0396