



Position Description

Campus Nurse



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a **great world school**.

Our mission

To deliver an **exceptional educational experience** that fosters the **growth of each student** through **leading teaching and learning programs**, a wide array of opportunities, within a culture of high expectations, **empowering students to excel**.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

*zero tolerance for child abuse



Position details

Position title	Campus Nurse
Campus location	Berwick
Reports to	Nurse Team Leader
Manages others	No
Employment Type	Fixed-term Part-Time - 0.6 FTE, 22.8hrs
Work Pattern	Tuesday, Thursday and Friday
Salary Range (Full Time Equivalent)	\$94,256 per annum + 12% Superannuation
Salary (Actual)	\$56,554 per annum (depending on experience) + 12% Superannuation
Leave Arrangements	This position includes an additional 6 weeks of Term Break Leave (TBL), over and above annual leave entitlements. Both annual leave and TBL must be taken during non-term weeks. The Salary (Actual) reflects the approved FTE inclusive of the TBL arrangement.

Responsibilities

The primary role of the Campus Nurse is to be the first point of contact for medical emergencies and queries for their campus.

The Campus Nurse requires the capability to:

- Provide first-aid using clinical nursing skills, and competently carry out triage management of medical emergencies and injuries occurring within the Campus
- Manage the Campus Health Centre including the supervision and maintenance of all medical supplies and equipment for camps, excursions, sport
- Maintain the defibrillators around the Campus
- Liaise with all internal and external stakeholders to keep them updated with health emergencies and other health matters arising on the campus
- Act as a liaison with emergency services, medical practitioners, hospitals and medical authorities as required
- Document Health Centre attendances on the School's data base
- Maintain accurate health records of all Campus students
- Follow up incident reports
- Write individual management plans for students with specific individual health needs
- Supervision and documentation of approved medication within the School's medication guidelines, with special attention to the needs of students with individual health needs (e.g. Asthma, Anaphylaxis, Diabetes or any other chronic medical condition)
- Coordinate the training for staff on First Aid, CPR, Anaphylaxis, Asthma
- Coordinate student immunisations with external providers and the Campus Office
- Check student medical profiles prior to camps and excursions to ensure they are up-to-date and that we have the appropriate supporting documents
- Complete follow up on any concussion incidents to ensure compliance with medical advice
- Verify staff's use of adrenaline auto-injectors



While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

Key selection criteria

Required

- Experience working with children
- High level of interpersonal and communication skills
- Proven ability to work effectively in a team environment and independently as required
- Strong commitment to customer service with a hands-on approach to service provision
- Understanding of scope of practice in line with relevant registration
- Sound computer literacy and proficient in using Microsoft Office
- Excellent organisation skills including the ability to set priorities and manage time
- Strong commitment to confidentiality and maintaining privacy of all students intact

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background
- Previous Paediatric and/or Emergency Department Hospital nursing experience
- Previous School Nursing experience
- Knowledge and competency using Synergetic and CompliSpace or similar injury reporting and recording system

Personal qualities

- Highly organised with a 'can do' attitude to all projects.
- An ability to multi-task and manage multiple projects and stakeholders.
- Ability to stay calm and focused under pressure.
- Enthusiastic and conscientious

Academic qualifications

- A Division 1 Registered Nurse with AHPRA (Australian Health Practitioners Regulation Agency) and with 10 years Post-Registration experience
- Maintaining annual updates in:
 - Cardio-Pulmonary Resuscitation (CPR) – Course HLTAID001
- Maintaining three yearly updates in:
 - Asthma crisis management – Course 22282 VIC
 - Anaphylaxis first aid management – Course 22578 VIC



Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT and or TRB will need to hold a current Working With Children Clearance and or ORCA, as well as a Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00am to 6.00pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.



Commitment to child safety

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was prepared by: Hayley Evans on 5 October 2026