



Position Description

School Nurse



Welcome to our School

Welcome to Haileybury Rendall School where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury and delivers high quality education programs across its four campuses in Melbourne and one in Tianjin, China.

We draw on the experience, expertise and success of these campuses to establish our own plan for the future.

Developing and maintaining a strong academic culture is a top priority. We are fortunate to be able to use the expertise of Haileybury as a base for shaping our educational pathways. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and the Victorian Certificate of Education (VCE) in the senior years, both of which help drive outstanding results. The strong ties between Haileybury and Haileybury Rendall School also provide numerous opportunities for our community to take part in a broad and exciting range of activities.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School 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.

Vision, mission and values

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

Position details

Position title	School Nurse
Reports to	Deputy Principal – Wellbeing
Employment status	Fulltime, ongoing
Commencement date	During Term 2, 2026

Responsibilities

The School Nurse is a member of the Student Services and Wellbeing team, managed by the Deputy Principal – Wellbeing, and ultimately responsible to the Principal. The nurse is required to work within the protocol, policies, management structures and processes of the School, and within the nurse's mandated legislative and registration responsibilities.

Duties

The School Nurse duties include:

- Clinic support of the Health Centre, including the supervision and maintenance of medical supplies, the preparation of first-aid kits as required for camps and excursions.
- Provide a clinically effective, high quality service of nursing care to students and all members of the School community.
- Application of first aid using clinical nursing skills, and competent triage management of medical emergencies and injuries occurring within the School.
- Confidential management and reporting to parents, relevant staff and line manager.
- Providing advice and information to key stakeholders, regarding health emergencies and other health matters that arise.
- Liaison with medical practitioners, hospitals, Allied Health, as appropriate.
- Maintain active liaison with Health care bodies, particularly with regards to Indigenous health issues.
- Provide health advice regarding the management of student health needs to staff as applicable.
- Maintenance of daily Health Centre attendances and comprehensive health records of all School students.
- Provide all statistical records regarding illness/injury reporting.
- Supervision of approved medication within the School's medication guidelines, with special attention to the needs of students with individual health requirements (e.g., Asthma, Anaphylaxis, Diabetes or any other chronic medical condition)



- Administer medication to Day students which is supplied by parents/Guardians and manage the medication distribution in the Boarding Houses with the assistance of appropriate boarding staff
- Arrange for boarding students to attend any medical, dental, allied health and hospital outpatient appointments, as necessary.
- Work in collaboration with the Health Promoting School Nurses within the Top End Health Services, to co-ordinate the SBIP (School Based Immunisation Program)
- Work within a set budget.
- Competent computer skills and medical database management.

Key selection criteria

Mandatory

- Current AHPRA registration (Australian Health Practitioner Regulation Agency)
- Current professional indemnity insurance
- Hold a Working with Children Clearance (Ochre Card)
- Current Anaphylaxis Management Certificate
- Current Cardio-Pulmonary Resuscitation (CPR) Certificate – Course **HLTAID001**
- Current Asthma Crisis Management certificate
- Experience working with children
- Experience working in a cross-cultural service environment, particularly in Aboriginal and Torres Strait Islander health care
- Effective communication and interpersonal skills
- Exceptional clinical assessment skills and strong clinical reasoning
- High standards of professionalism and ensure empathy to students and their families when dealing with difficult situations
- Proven ability to work effectively in a team environment and independently, as required
- Demonstrated ability to provide exceptional customer service
- Understanding of scope of practice in line with relevant registration and School policies and expectations of the role

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background
- A Division 1 Registered Nurse with minimum 5 years Post-Registration experience in a clinical setting.
- Previous Paediatric and/or Emergency Department Hospital nursing experience
- Previous School Nursing experience
- Experience of sports injury care and treatment

Personal qualities

- Well organised
- Proactive and shows initiative
- Patient and relationship orientated
- Always shows professional discretion



- Enthusiastic and conscientious
- Ability to be part of a dynamic team
- A high level of attention to detail and accuracy
- Demonstrated analytical and problem-solving skills
- Actively seeks and is open to feedback
- Takes pride in work and achieving goals

Academic qualifications

- Division 1 Registered Nurse (preferred)

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 which could lead to headaches or eyestrain.
- 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 general staff need to hold a current Working With Children Check.
- The successful candidate will be 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.
- This position is full-time. This position requires flexibility to operate outside the standard hours when the situation requires.
- Highly Professional business style dress is required.
- The successful candidate will be expected to support the vision and ethos of the School.



Commitment to child safety

Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from the Director of People and Culture, Ben Bishop
Ph: 08 8922 1611