



EDUCATIONAL SUPPORT – COLLEGE NURSE POSITION DESCRIPTION

The ESS – Nurse / Student Reception reports directly to the Principal via the Director of Student Wellbeing (Counseling).

The position is primarily responsible for the operation of the First Aid and Student Reception area. Attending to students, staff and parents visiting the College Student Reception and First Aid area, answering incoming calls and directing callers to the appropriate personnel when they are available, for greeting visitors, ensuring that they are treated politely and made to feel welcome while they are waiting and the daily running of the Student Reception and First Aid room.

Qualifications/Experience Requirements to Meet Position Objectives

- Prior experience with a multi-line telephone system.
- Working knowledge of MS Office (Excel, Word, PowerPoint and Outlook), intermediate level.
- Sound communication skills both written and verbal.
- First Aid Level 2 minimum.
- Registered Nurse Division 1 minimum.

Working Relationships

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, staff, students, contractors, suppliers, regulatory bodies, Catholic Education Melbourne and the Catholic Archdiocese of Melbourne.

Freedom to Act/Decision Making

- The position, in conjunction with the Director of Student Wellbeing (Counseling), is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statement and that appropriate hospitality is extended to all visitors.

Key Responsibilities and Accountabilities – First Aid

Contribute to the provision of first aid and emergency services to students, staff and volunteers by:

- Administering the appropriate first aid to students, teachers and parent volunteers;
- Planning, ordering and maintaining first aid supplies and kits;
- Maintaining bed linen, towels, etc. for the sickroom;

- Interpreting medical evaluations for students and staff and providing an understanding of implications for the educational performance of students;
- Administering Ventolin, Nebulisers, prescribed medication, etc. according to medical action plans and school policies;
- Establishing and maintaining medical records (paper and computer based) and medication kept at school for student use;
- Liaising with parents and medical practitioners regarding medication requirements, medical action plans or referral to a health care professional or hospital; and
- Referring students to the Director of Primary or Director of Student Wellbeing 7-12 or arrange transfer to a hospital, medical centre or home, in accordance with school policies and/or accepted first aid practice.

Contribute to the welfare of students, staff and volunteers by:

- Assisting in development of School First Aid objectives;
- Assisting in developing a school health plan;
- Promoting the prevention and control of communicable disease;
- Assisting with the health curriculum;
- Providing information regarding personal health problems;
- Managing school-based immunisation programs in conjunction with service providers;
- Coordinating health screening programs and assisting in identification of 'at risk' students;
- Researching changes to practice and networking with other school First Aids to identify potential changes to school policy or procedures;
- Assisting the Senior Leadership Team with the development and promotion of school policies amongst the student, staff and parent community; and
- Recommending and implementing school policies to comply with established health laws.

Attend Professional development and training required by the College and actively seek opportunities to increase knowledge, experience and skills held.

Where appropriate opportunities present, become involved in the life of the College including attendance at staff meetings and involvement in school events, on and off campus i.e. Staff Conference.

Specific Duties

- Medical Emergency contact will be a shared responsibility.
- Emergency mobile phone will be carried by both staff and communicated between each staff.
- Chronically ill students will be a shared responsibility.

Key Responsibilities and Accountabilities – Student Reception

- Attend to student queries.
- Directing late comers to the relevant ESS.
- Attending to late comers (students).
- Assist with answering the telephone in a timely manner ensuring all calls are transferred to the correct location.

- Assist with coordination of bulk mail outs.
- Providing administrative support for the Senior Leadership Team, House Coordinators and senior staff.
- Photocopying as requested.
- Responsible for all lost property. Items not collected at the end of each term must be disposed of.
- Attend staff meetings/professional learning as scheduled.

Personal Attributes

- Current driver's licence.
- Ability to build strong working relationships with a wide range of people including colleagues and external service providers.
- Ability to solve problems by applying a variety of techniques and identify an appropriate range of solutions in a practical and timely manner.
- Ability to adapt to changing work demands and prioritise tasks appropriately.
- Ability to work in an organised, safe and efficient manner.
- Ability to make decisions and work autonomously within the scope of the role.
- Well-developed communication and interpersonal skills.
- Ability to work effectively as part of a professional team delivering high standards of customer service.
- Demonstrated ability to maintain confidentiality as appropriate and to handle sensitive matters with discretion, tact and empathy.
- Understanding of Workplace Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment.
- Capacity to uphold in conscience the Catholic Ethos of Marymede Catholic College in their educational roles.

Health & Safety

All staff are expected to

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCEMEA 2013*.

Salaries and Conditions

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2013*.
- Category B Education Support Staff in accordance with Clause 25(c) – Annual Leave and school holidays.
- Hours of work – 8.00am to 4.06pm (30 minute lunch break).
- Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.

Marymede Catholic College is an Equal Opportunity Employer