



Christ Church Grammar School

DUTY STATEMENT

Registered School Nurse

DATE: 2025

STATUS: Part-time, Ongoing (0.118 FTE)

HOURS: 4.5 hours per week, additional hours as required

FACULTY/AREA OF RESPONSIBILITY: Health Centre

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders.

POSITION OVERVIEW:

The School Nurse plays a vital role in supporting the health and wellbeing of the School community by providing dedicated, responsive, and compassionate care. This includes delivering high-quality clinical services to students—both day and boarding—as well as to staff and visitors. Working collaboratively within the Health Centre team and across the wider School, the School Nurse ensures that all care, health education, and health promotion activities are delivered to a high standard and align with the values and ethos of the School.

LINE MANAGEMENT:

Reporting directly to the Clinical Nurse Manager

KEY COLLABORATIVE RELATIONSHIPS:

- Students
- Parents
- Nursing staff
- Psychology staff
- Residential Community staff
- Health Professionals
- Teaching and Support staff
- Preparatory School leadership team

DUTIES AND RESPONSIBILITIES:

Professional Standards and Clinical Care:

- Adhere to the professional standards and guidelines set by the Nursing and Midwifery Board of Australia
- Provide comprehensive nursing care, including assessment, treatment, and appropriate referrals for students, staff, and visitors
- Administer First Aid in response to accidents or incidents and facilitate referrals to other health professionals when necessary
- Monitor and review students with pre-existing health conditions or short-term illnesses to ensure continuity of care

Health Centre Operations:

- Coordinate medical care for boarding students, including GP visits, specialist appointments, pathology, and allied health services.
- Liaise with parents/guardians regarding student health matters.
- Participate in an on-call roster to support after-hours care for boarders and / or those participating in compulsory sport on a weekend.
- Operate the Health Centre to a high professional standard, providing a welcoming and safe space for students, staff, and visitors.
- Maintain accurate and up-to-date nursing records in accordance with College protocols and legislative requirements.
- Prepare reports and statistics as required.

Communication and Collaboration:

- Communicate effectively and professionally with students, parents, guardians, staff, and external health professionals.
- Share relevant health information with Heads of House, teachers, and other staff regarding student health issues and absences.

Health Promotion and Policy Development:

- Deliver health education and promote wellness initiatives among students, parents, and staff.
- Contribute to the development, implementation, and evaluation of departmental policies, procedures, and guidelines

KEY RESULT AREAS

Behavioural Descriptors:

- Demonstrate a high level of professionalism in all aspects of work
 - Show initiative and take ownership of tasks within the scope of the role
 - Work independently with minimal supervision while maintaining accountability
 - Exhibit excellent interpersonal and communication skills across all interactions
 - Complete tasks accurately, competently, and within designated timeframes
 - Treat all visitors to the Health Centre with respect, courtesy, and professionalism
 - Handle all communications and interactions with confidentiality and sensitivity
 - Collaborate effectively and supportively with all staff members
 - Contribute positively and constructively to the broader school community
 - Align performance and conduct with the ethos, values, and objectives of the School
 - Adhere to and promote safe work practices at all times
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EXPERIENCE AND QUALIFICATIONS

This position requires:

- Completion of a National Criminal History Record Check and a valid Working with Children Check
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Affiliation with the Independent School Nurses Association (WASNA)
- A minimum of five years of post-basic general nursing experience, particularly within a paediatric or accident and emergency department
- A current CPR certification
- Demonstrated ability to uphold quality, safety, and infection control standards
- Strong interpersonal and communication skills, with the capacity to engage effectively within both the school and broader community
- Proven ability to work collaboratively as part of a team, as well as independently when required
- Well-developed organisational skills and demonstrated administrative competence
- Ability to perform effectively in a fast-paced and dynamic environment
- Proficiency in computer applications relevant to the role

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience