



School Nurse Prospectus

About Wycliffe

The Wycliffe learning community has been partnering with families in the Christian education of their children for 48 years. Wycliffe Christian School and Wycliffe Hope School are independent and non-denominational schools providing quality and engaging education delivered through a distinctly biblical worldview. The school grounds are nestled amongst natural bushland in the Lower Blue Mountains and provide a wonderful setting for students from Preschool to Year 12. In 2024 Wycliffe Christian School has 539 students enrolled from Kindergarten to Year 12, 44 students in its Preschool, and 39 students in the specialist Wycliffe Hope School.

Wycliffe seeks to empower parents in their God-given responsibility for the upbringing and education of their children. The school recognises the vital role of parents in the educational process, and prides itself on the strength of its partnership with home.

As a learning community Wycliffe intentionally seeks to see students maximise their God-given talents and prepare them to be agents of hope and change in a fragmented world. Wycliffe encourages students to take seriously the claims of Christ, celebrating His lordship over all life. The school's desire is to empower young people to become all that God has created them to be, finding their place and purpose in His world.



Position Description

Position	School Nurse
Date reviewed	5 September 2024
Reporting to	Personal Assistant to the Principal
Agreement	Christian Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2023
Classification	Level 5 Step 1, Nursing Services Stream (minimum). The commencement level for the successful candidate will be determined based on the candidate's relevant experience and qualifications
Status	Permanent full-time, term-time position (including attendance at professional development weeks) It is anticipated that this role will commence one week prior to the return of teaching staff in Term 1 2025.

The School Nurse will be a new role that will serve as an integral part of the Wycliffe community. The Nurse will provide medical care and health information to members of the Wycliffe community, educate and assist staff in the management of student medical conditions, and provide clerical support to the Administration team. This position is responsible to the Personal Assistant to the Principal, with the successful candidate required to manage multiple competing priorities in a calm, servant-hearted and generous fashion.

Personal attributes

The School Nurse will:

- Have a firm commitment to the school's *Statement of Faith* and *Vision Statement*, evidenced by a love for the Lord Jesus Christ and his Word, and a deep desire to honour Him through their role
- Participate fully in the spiritual life of the school, including daily participation in staff devotions
- Exude a Christlike personality, flexibly and empathetically approaching their role
- Possess exceptional communication skills, with the capacity to meaningfully relate to students, parents, colleagues and others within the Wycliffe community



Key responsibilities

Student health management

- The triage, monitoring and treatment of students attending the school Clinic
- Provision of first aid in accordance with school policies and procedures
- Daily administration, safe storage and management of student medications
- Maintenance of appropriate medical records in the school's student management system (Compass), including student Clinic attendance and accurate observation and treatment records
- Liaison with key staff regarding student medical and mental health issues and their management
- Preparation of student management plans including anaphylaxis, asthma and allergies
- Assistance with the development and implementation of student health care and safety plans
- Consultation with parents, wellbeing staff and specialists regarding student chronic health issues, and upon the return of students from surgery or prolonged illness
- Observation of student patterns of behaviour and mental health needs (including clinic attendance) and communication with wellbeing staff and parents as appropriate
- Review of medical records of commencing students, including liaison with parents and staff (as required)
- Oversight of student vaccinations, including serving as the key point of contact for NSW Health

Other duties

- Oversight of staff first aid training, including liaison with external training providers
- Oversight of school first aid kits, ensuring that each is maintained and appropriately provisioned
- Ongoing refinement of school medical policies and procedures, ensuring compliance with all laws and regulations
- Assist the school's administration team with clerical tasks (as time allows)
- Preparation of monthly student and staff incident report data for the Principal
- Any other duties as assigned by the Principal or Personal Assistant to the Principal



Selection criteria

Essential skills/qualifications

- A committed and active relationship with Jesus Christ, evidenced by regular attendance and service within a local church community
- A minimum of 5 years' experience as a Registered Nurse
- Current registration with AHPRA
- Current CPR and first aid qualifications
- A strong desire to work with children and young people
- Exceptional written and verbal communication skills
- Experience in dealing appropriately with highly confidential and sensitive information
- The ability to calmly and safely manage emergency events
- Flexibility, patience, empathy and a willingness to engage in a variety of tasks and responsibilities
- Ability to work independently and collaboratively as required
- A current Working With Children Check

Desirable skills/qualifications

- Experience in a school-setting
- Experience working with children with additional support needs
- Experience in the refinement of school first aid, medication and emergency incident procedures

Information for applicants

For further information, please contact Mrs. Leisel Gray on (02) 4753 6422 for a confidential discussion.

To apply for this position, please complete the *Employment Application Form* available under the "Employment" tab of the school website (<https://www.wycliffe.nsw.edu.au/employment>). Please submit your completed application to the school by email to lgray@wycliffe.nsw.edu.au

Applications close on Friday 11 October 2024. Interviews may be conducted as applications are received.