Job Title:	School Nurse & Student Wellbeing Coordinator		
Classification Level:	School Assistants Salary – by negotiation		
Campus:	Adelaide Hills Campus		
Status:	Permanent	**Reporting Relationship:**	HR & Administration Manager Director, Business

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating **Humility** and **Service** by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with **Fairness** and **Respect.**
Accountable Leadership	Being reliable, responsible and building trust with others by acting with **Excellence** and **Integrity**.

Position Purpose

The School Nurse & Student Services Coordinator is responsible for the leadership and delivery of health care, first aid, student health management and health compliance services for the Adelaide Hills campus.

The role provides professional nursing expertise, supports students with health and medical needs, coordinates first aid and emergency response processes, and promotes a safe and healthy learning environment.

As part of the Administration and Student Services team, the role also supports student attendance, student services operations and reception functions, working collaboratively with colleagues to ensure the effective daily operation of the campus.

Key Responsibilities

The role of School Nurse & Student Services Coordinator encompasses activities within the following Key Result Areas (KRAs):

- Student Health & Nursing Services
- Health Compliance, Training & Clinical Governance
- Student Services & Attendance Administration
- Administrative Team Support
- Continuous Improvement & Professional Practice

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

An annual performance review will be undertaken to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained. The basis of the Performance review is utilising the Key Performance Indicators.

Key Areas	Key Responsibilities
Student Health, Wellbeing & Nursing Services	• Assess and respond to student health presentations. • Provides health advice and support within the scope of professional nursing practice and refers students and families to appropriate internal or external services where specialised intervention is required. • Administer medications in accordance with healthcare plans and school policy. • Maintain health records and medical alerts. • Coordinate healthcare support arrangements. • Support students with chronic and complex health conditions. • Attend emergencies and liaise with emergency services. • Support camps, excursions and off-site activities. • Communicate with parents and health professionals regarding student health matters. • Develop, review and maintain Individual Health Care Plans, Risk Minimisation Plans and Emergency Response Plans for students with identified healthcare needs. • Coordinate care arrangements for students with chronic, complex or high-risk medical conditions. Liaise with treating practitioners and allied health professionals where authorised by families. • Provide education and support to staff regarding student health conditions and medical management requirements. • Monitor emerging student health trends and provide advice to school leaders regarding risk management and wellbeing initiatives. • Coordinate health requirements associated with camps, excursions, outdoor education activities and off-campus programs. • Support the early identification of health, wellbeing and psychosocial concerns that may impact student learning and participation. • Work collaboratively with wellbeing staff, leaders and families to support student engagement and educational access. • Facilitate referral pathways to appropriate health and community services when required.
Health Compliance, Training & Clinical Governance	• Maintain comprehensive health and medication records. • Monitor compliance with medical management plans. • Review and improve health procedures. • Coordinate First Aid and CPR training. • Maintain first aid equipment and supplies. • Monitor staff qualifications and training records. • Assist with WHS incident reviews involving health matters. • Support emergency preparedness planning. • Monitor compliance with medication administration procedures. • Conduct periodic audits of student health records and medical plans. • Monitor expiry dates of medications and emergency equipment. • Provide advice regarding communicable disease management and infection control. • Assist in the development and review of health, first aid and medication policies and procedures. • Analyse health incident data and identify trends requiring preventative action.

Student Services & Attendance Administration	• Provide operational support to reception and student services functions during periods of leave, peak demand or emergency situations. • Support attendance and student services processes during designated rostered periods and peak workload times. • Monitor attendance communications. • Support student sign-in and sign-out procedures. • Assist with parent and student enquiries. • Assist with attendance monitoring and reporting requirements. • Support enrolment and administration teams during peak periods. • Provide student supervision as required.

School Nursing Standards for Practice

The twelve standards within the *National School Nursing Standards for Practice: Registered Nurse* are organised into four domains which reflect the breadth of school nursing. They indicate the desired levels of performance expected by the School Nurse. (See Appendix A)

- Professional Practice
- Provision of Care
- Collaborative Practice
- School practice environment

Professional Practice Framework

The School Nurse will practise in accordance with:

- Nursing and Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice.
- Australian Health Practitioner Regulation Agency (AHPRA) registration requirements.
- National School Nursing Standards for Practice.
- Children's and Young People (Safety) Act 2017 (SA).
- Work Health and Safety Act 2012 (SA).
- Relevant privacy and health records legislation.
- School policies and procedures.

Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Experience maintaining confidential health records and sensitive information.
3. Ability to respond effectively during emergencies and high-pressure situations.
4. Current unrestricted registration with the Nursing and Midwifery Board of Australia (NMBA).
5. Current registration with AHPRA.
6. Demonstrated ability to exercise professional judgement and clinical decision-making within scope of practice.
7. Demonstrated experience in paediatric, community, emergency, school or primary healthcare nursing.
8. Understanding of medication management and administration in educational settings.
9. Experience supporting students with:
    a. Anaphylaxis
    b. Asthma
    c. Diabetes
    d. Epilepsy
    e. Mental health concern
    f. Complex healthcare needs

10. Ability to interpret and implement medical management plans.
11. Knowledge of child protection requirements and mandatory reporting obligations
12. Ability to be flexible, show initiative and be adaptive.
13. Work cohesively in a team environment as well as working autonomously where required.
14. Represent the school and its wider community by providing a positive, enthusiastic and professional support and customer service environment.

Mandatory Qualifications

- Current Registered Nurse qualification.
- Current AHPRA registration as a Registered Nurse.
- Current First Aid and CPR certification.
- Current Working with Children Check.
- Current RRHAN-EC certification.
- Current Responding to Risks of Harm and Neglect training or equivalent.
- Valid driver's licence.

Desirable experience

- School nursing experience.
- Community health nursing experience.
- Paediatric nursing experience.
- Experience using school data systems.

Hours of work

The role of School Nurse & Student Services Coordinator is ideally full-time across 37.5 hours per week. The role works across 44 weeks of the year (inclusive of 4 weeks paid annual leave) and requires a degree of flexibility to accommodate various activities outside of normal hours.

The salary and conditions of this position are based on and subject to the terms and conditions in the current King's Baptist Grammar School Enterprise Agreement.