



KINROSS WOLAROI
— SCHOOL —

Registered Nurse

Candidate Information Pack

Closing Date: 29 September 2023

September 2023



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1,100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

Support for the culture and ethos of an Independent Uniting Church School is an essential prerequisite.

For more information about the School, please visit www.kws.nsw.edu.au.



Position Objectives and Responsibilities

The primary role of the School Nurse is to provide Health Care for students within the day and boarding school community. The School Nurse will assist in delivering programmes that protect and sustain the health and safety of the student community. This may include night and weekend work as well as supporting first aid for sports and similar events.

The School Nurse can expect to liaise with:

- Business Manager
- Head of Boys Boarding
- Transport Supervisor
- Students and families
- Head of Girls Boarding
- Head of Day Houses
- Head of Junior School
- Head of Boarding Houses

Position Description

Duties related to the position include, but are not limited to the following:

Key Word	Duties
First aid and emergency services	<ul style="list-style-type: none"> • Administer first aid to students • Provide Health Clinic in-patient supervision • Administer medication according to medical action plans and School policies • Establish and maintain medical records for students, ensuring appropriate procedures for the administration of medication • Maintain appropriate records regarding illness and injury reporting • Liaise with parents and medical practitioners regarding student medication requirements, medical action plans or referrals to health care professionals or hospital as required • Refer students to the School Psychologist or arrange transfer to hospital, medical centre or home in accordance with appropriate school procedures and accepted first aid practice • Interpreting medical evaluations for students and providing an understanding of implications for the educational performance of students by notifying staff where needed



Key Word	Duties
Student welfare	<ul style="list-style-type: none">• Promoting the prevention and control of communicable disease• Providing information regarding personal student health problems• Assist with delivering School based immunisation programmes in conjunction with service providers• Assisting in identification of at-risk students
General	<ul style="list-style-type: none">• Maintaining a clean and orderly environment for the health clinic• To ensure the maintenance of accurate and confidential case files and statistics• To attend staff meetings as required• To attend to other duties as directed by the Nursing Unit Manager and Business Manager
Other duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be *responsive* to the directions of the Health Clinic Manager (the Supervisor).



Selection Criteria

Essential Professional Criteria

- Registered Nurse with AHPRA
- Senior First Aid or Advanced First Aid Certificate
- Demonstrated successful professional experience involving school aged children
- Demonstrated experience handling and controlling medicine, medical supplies and equipment
- Highly effective relationship development and management skills than can be effectively applied to a broad range people including students, staff and parents
- Excellent time management and organisational abilities and the demonstrated ability to be successful in a demanding and multifaceted role
- Developed written and verbal communication skills
- Experience using Microsoft Office programs
- Demonstrated ability to manage emergency situations in a careful and responsive manner

Desirable Professional Criteria

- Previous professional experience in an educational setting

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff
- Cheerful disposition
- Ability to remain calm under pressure
- Willingness to support the mission and values of KWS
- Demonstrate a high degree of discretion, initiative and personal organisation



General Expectations for staff at KWS

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
- Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School
- Attend staff meetings and training when required
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
- Maintain professional confidentiality concerning information about staff and/or students and their families
- Act as a member of a team, developing and supporting the philosophy and ethos of the team
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide

Work Health and Safety

- Remain informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)
- Observe Kinross Wolaroi School WHS Protocol
- Identify WHS information and training needs for self
- Be involved in WHS projects according to priorities set by consultative processes and management direction
- Comply with WHS initiatives as directed and agreed with management and consultative processes
- Comply with safe work procedures as instructed by supervisor or manager
- Comply with legal and reasonable instructions from employer representatives
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



Appointment Conditions

The role will require attendance on School business at a variety of locations at any time of the day or week. The role will be considered full time or on a part time and/or job share arrangement.

Employment will be offered on a permanent basis subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified at the School Nurse Scale of Table 1 (e) in Schedule 1 of the Enterprise Agreement.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

The Recruitment Process

Please find below information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
- The initial shortlisting process will be completed within two weeks of the closing date.
- First round interviews are scheduled for shortlisted candidates either face-to-face or via MS Teams within two weeks of the closing date.
- Referee checking of the preferred candidates happens in the week following the round of interviews. Referees will not be contacted without prior permission.



Application

To make a confidential enquiry about the position, please contact please contact Kelly Gleeson, Human Resources Officer on kgleeson@kws.nsw.edu.au

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Your cover letter and CV can be submitted to kgleeson@kws.nsw.edu.au or addressed to

Kelly Gleeson
Human Resources Officer
Kinross Wolaroi School
Locked Bag 4
ORANGE NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.