



Ascham School



School Nurse Position Description

School Nurse

Department: Health Centre

Reports to: Head of Nursing Services

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment. We value employees who demonstrate a positive and proactive approach to their work, have a willingness to participate in the life of the School; and are vibrant, dedicated, professional and capable.

Job Description

The Ascham Health Centre is open from 7.30am to 4.30pm and from Monday to Friday during each school term (subject to change). The **School Nurse** works within it; and helps keep our P-12 students and staff safe, healthy and supported during the school day. Key to this role is the ability to combine clinical expertise with relationship-based care, meaningful impact, and a community-focused working environment.

Core Job Role Accountabilities

- Provide first aid and immediate medical assistance to Ascham students, staff, and visitors
- Combine clinical care, first aid, ongoing health management, support for boarding and school activities, and health education / promotion
- Assess illness or injury and decide if students should return to class or go home / to a doctor
- Monitor students with chronic conditions such as asthma, allergies, anaphylaxis or diabetes
- Provide health education or guidance to students and staff e.g. infection control or allergy awareness
- Liaise with parents, doctors, and allied health professionals to support student wellbeing
- Act as a first point of contact for boarding students' health needs
- Participate in on-call rosters, camps, excursions, or sporting events
- Provide administrative support including maintaining / updating student medical records and care plans.

Mandatory Requirements

- Clinical nursing experience in settings such as schools, paediatrics, emergency, or general practice
- 5 years or more fulltime equivalent experience as a Registered Nurse
- Current registration with the Australian Health Practitioners Regulation Agency (AHPRA)
- Ability to balance competing demands and triage students with diverse needs ranging from minor injuries to complex chronic or mental health conditions
- Ability to manage routine health needs and unexpected emergencies in a calm and professional manner
- Capacity to work autonomously and manage risk in after-hours or emergency situations
- Willingness to make decisions on escalating care, contacting families or external medical support
- Exceptional interpersonal, stakeholder management and facilitation skills
- Proven written and verbal communication skills, and ability to explain information in non-technical terms
- Ability to manage student health needs with confidentiality and appropriate communication
- Ability to be collaborative, team-oriented, and build positive working relationships with staff, students, and parents
- Flexibility, adaptability and resilience in handling changing priorities
- Ability to attend camps, sporting events and excursions within or outside usual working hours
- Willingness to participate in an on-call roster or stay overnight as required.
- A strong work ethic, including punctuality, reliability, and dedication to fulfilling responsibilities
- Current certificates in First Aid / CPR and Working with Children Clearance (WWCC).

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
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Date	