



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

COLLEGE NURSE

Commencing Term 1 2025

We are seeking a College Nurse to support our day and boarding students across both the Junior and Senior Campuses and Boarding House.

Context of the Role

The College Nurse is a member of the administration team, responsible to the Business Manager. The College Nurse is required to work within the protocol, policies, management structures and processes of the College and within the nurse's mandated legislative and registration responsibilities.

Purpose and Responsibilities

The College Nurse's duties include:

- Management of the Boarder's clinic at Myrniong and the two sick-bay areas at the Junior and Senior Campuses from 7.30 am and 4.15 pm. This includes supervising and maintaining medical supplies and preparing first-aid kits.
- Application of first aid, and management of health emergencies occurring while at the school.
- Reporting to parents and the Business Manager regarding health emergencies and other health matters, as required.
- Liaison with medical practitioners, hospitals and medical authorities.
- Maintenance (in conjunction with the Business Office and Junior Campus receptionist) of comprehensive health records of students.
- Co-ordination with the Director of Boarding, Junior Campus and Senior Campus Receptionists of approved medication within the College medication guidelines, with special attention to the needs of students with individual health needs (eg, those diagnosed with chronic medical conditions).
- Co-ordinating the annual update of first-aid training for all staff.
- Co-ordinating annual Flu vaccines for staff and childhood immunisations for Year 7 and 10 students.
- Attendance and duty at designated sports days as agreed with the Business Manager.
- Other nursing duties as designated by the Business Manager.
- Competent with computer work and prepared to learn the School systems Operoo, Orah, Simon.

Requisite Skills and Experience

Qualifications

- Registered as Div 1 or Medication Endorsed Div 2 Nurse with Nursing and Midwifery Board AHPRA.
- Required competencies of first aid and emergency response, including CPR.
- Annual updates specifically designed for registered nurses in the following areas:
 - Cardiac Pulmonary Resuscitation (CPR)
 - Asthma crisis management
 - Current certificate in Level 2 first aid.
- Current drivers' licence
- Current WWC check

Desirable

- 22579VIC course in Verifying the correct use of Adrenaline Autoinjector Devices Certificate
- 22578VIC course in First Aid Management of Anaphylaxis
- ASCIA anaphylaxis e-training VIC 2025
- Diabetes in School Level 2: Group Program certificate

Conditions

Nurses are employed under The Hamilton and Alexandra College conditions for support staff.

Nurses are required to supply their own uniform, which is expected to be neat, tidy and presentable in accordance with the College dress code in the Staff Handbook.

Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au.

Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of two professional referees.

Address applications to:

The Business Manager
Mr Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: Friday, 28 February, 2025 (*applications will be processed on receipt*)