



CARDIJN
COLLEGE

Position Information Document

Position Title	School Nurse and Reception Lead
Supervisor	Manager - People and Culture, and ultimately to the Principal
Employment Type	Permanent
ESO Grade	ESO 5
ESO Stream	Administration
Hours Per Week	37.5 Hours
Weeks Per Year	45 Weeks

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

The School Nurse and Reception Lead works as part of a collaborative team delivering high-level services to students, leading the reception team to ensure smooth daily operations. The primary responsibility of this role includes administering first aid to students, maintaining accurate medical records, and overseeing all related administrative process and tasks in relation to first aid administration and reception team tasks. This position also supports the broader school administration, ensuring smooth operations in both Front and Student Reception.

Key Working Relationships

- Executive Leadership Team
- Campus Leadership Team
- Executive Assistant to the Principal
- People and Culture Team
- Work Health and Safety Coordinator
- College Staff
- Students
- Parents & Families
- External stakeholders and providers

KEY AREAS OF WORK

First Aid

The School Nurse and Reception Lead will:

- Provide health knowledge and acting in a resource capacity to the school community.
- Providing first-aid emergency care and primary care to students and staff members as required.
- Supporting staff members and first aid officers during school events such as sports day, carnivals, cross country events and more to provide medical support as needed.
- Ensure injuries are assessed, treated correctly and referred on for medical review if required.
- Facilitating immunisations for students and staff within the school community as directed in partnership with the Daily Organiser for rostering, staffing and room changes.
- Providing support to students and their families in sourcing additional health care resources.
- Performing administrative duties surrounding the records management of the school's provided health care services.
- Responsible for the development of policies and procedures through research and investigation that are significant to the protection of the school community's health and safety.
- Developing and maintaining student health care plans and communicating these plans to teaching staff.
- Being accountable for health service outcomes and the management of other ESO's at lower levels as directed by senior management.
- Collaborate with internal and external resources as approved to deliver educative programs to support students and staff well-being.

Administration

The School Nurse and Reception Lead will:

- Be responsible for leading the Reception Team, providing guidance and support.
- Lead the development of relevant and associated reception and administrative procedures.
- Keep accurate records of sick room attendance.
- Ensure accurate recording and documentation for any student illness, first aid or incident reported.
- Ensure accurate recording and documentation for any student issued medications.
- Ensure that clearly labelled medications including, but not limited to, asthma puffers, EpiPen's and other medication for each school student are stored appropriately and that it is within the 'used by' date. Contact parents/caregivers to arrange replacements once expired.
- Maintain an accurate profile of students who have medical conditions that put them 'at risk' including detailed information of symptoms, rendering assistance, administering medication, and recording the medication given.
- Maintain appropriate medical records for all students including medical alerts.
- Maintain accurate College medical administration records.
- Provide accurate information to the Diverse Learning Team and other leadership staff as necessary regarding the administering of student medication.
- Maintain an accurate register of first aid equipment, monitoring of expiry dates and restocking, as required.
- Prepare first aid kits for excursions and camps and the restocking of kits upon return.
- Maintain accurate student data records through platforms such as 'Consent to Go', or similar.
- Enter excursion and student TAFE/VET activities on SEQTA.
- Support the Reception Team in the management of the reception:
 - Sign students in and out as required throughout the day ensuring communication has been received from parent/caregiver in the form of email, note or phone call.
 - Receipt collection of various forms including but not limited to; subject selection, immunisation and laptop forms and distribute to relevant areas.
 - Support the Cardijn Campus Mobile Phone Procedure and manage devices that have been confiscated and enter details on SEQTA.
 - Arrange the replacement of student identification cards.
 - Coordinate student lost property, proactively ensuring the return of property to rightful owners.

Work Health and Safety

The School Nurse and Reception Lead will:

- Ensure compliance with WHS policies, practices and priorities, within area of responsibility.
- Maintain Library/Resource Centre and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

General Duties

The School Nurse and Reception Lead will:

- Undertake any required training or development activities.
- Actively engage in regular performance reviews.
- Perform other duties as required by the Principal (or delegate).

PERSON SPECIFICATIONS

- Demonstrated experience as a registered nurse with capable skills to perform the requirements of your duties.
- Completed qualifications accredited by the Australian Nursing and Midwifery Board of Australia.
- Ability to perform confidently under pressure and respond to difficult or unusual situations and complex tasks.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to interact positively with all members of the school community and a willingness to uphold supervision for other staff members or students when under care.
- Excellent communication and teamwork skills to work collaboratively and flexibly with, and support and assist others.
- Able to demonstrate responsibility and ability to work under broad direction to be accountable for the management of work outcomes.
- Excellent time management and organisational skills and ability to effectively prioritise tasks.
- Demonstrated ability to always maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Demonstrated leadership experience.

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Current registration with Australian Health Practitioner Regulation Agency.
- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.