



School Nurse, Family Leave position

Ed Support Level 1-Range 3

Salary Range \$72,739 - \$88,450

Begin Date: 19/05/2025

This vacancy is to replace an employee on parental leave and is for a period of seven years or until the employee absent on leave returns to duty.

Hours: negotiable, with mandatory attendance being 5 days a week from 8.30am to 3.30pm, (32.5 hrs per week) or fulltime, (38 hours per week)

Job Sharing: A candidate working all 5 days is preferred, however job sharing can be considered. P

Contact Name: Kelly Lloyd-Vanni

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Selection Criteria

1. Demonstrate competency and experience as a qualified Enrolled or Registered Nurse or a qualified and experienced First-Aider triaging, and administering first aid to adolescents, including mental health support to individuals experiencing mental health concerns
2. Possess State enrolled or Registered Nurse qualifications. (Candidates with a strong background in administering first aid to adolescents will also be considered) Have relevant clinical experience, preferably with some exposure in a mental health setting and with adolescent health.
3. Have exceptional organisational skills, be proactive and be able to effectively determine priorities
4. Possess excellent communication skills and demonstrated ability to communicate effectively with adolescents, their parents and health providers
5. Promote a calm and composed workspace

Role

Mentone Girls' Secondary College requires a qualified Registered Nurse, State Enrolled Nurse or experienced First Aider to provide first aid support to students.

Working under the direction of the Wellbeing Team and within the scope of DET and MGSC policies, the successful candidate will effectively triage students and provide the necessary care, including those suffering from ongoing mental health concerns.

The role also requires co-ordination of the first aid workplace; ensuring adequate first aid supplies, managing the health records of students, organising the student immunization and dental programs, and providing admin support to the Disability Inclusion team.



The successful candidate will be a compassionate and calm individual, with excellent communication and organisational skills and be prepared to work within the Department of Education's policies and procedures.

Responsibilities

- Provide First Aid support to students and staff as required
- Provide general support to students experiencing mental health concerns as directed by the Wellbeing Team
- Manage health records of students regarding asthma, anaphylaxis, epilepsy, diabetes and other conditions
- Provide teachers with up-to-date photos and medical plans of students with relevant medical conditions
- Ensure Defibrillator is maintained
- Headlice management
- Maintain first aid kits for off site student activities
- Manage first aid supplies within the confines of a budget
- Co-ordinate the student immunisation program and dental van program in conjunction with Kingston Council
- Co-ordinate annual staff Level 2 First Aid training, including CPR and Anaphylaxis
- Provide admin support to the Disability Inclusion team
- Support the wellbeing team to effectively promote a positive health agenda
- Communicate with a range of people in the school environment, students, families, external service providers and colleagues
- Observe safe working practices and protect own and others health and safety

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the department's exemplar available at:

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>