

# ST GEORGE CHRISTIAN SCHOOL

## JOB DESCRIPTION

St George Christian School (SGCS) is a K-12 Co-educational School with a reputation for strong academic outcomes, intentional pastoral care and a disciplined and warm environment. Our devoted staff, strive to make a difference in the life of their students.

SGCS is based across two campuses in the St George region of Sydney. Our size (dual stream from K-6 and triple stream from 7-12) positions us well to know each student and enables the provision of a breadth of subject choices and co-curricular activities.

## School Nurse

### Permanent Full time – Term Time

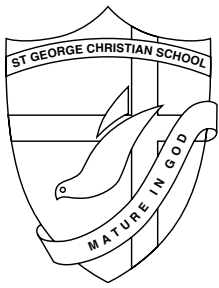
#### Hurstville Campus

We are seeking a School Nurse who will be responsible for first aid care of students, staff and visitors. You will be a compassionate, kind and enthusiastic person who can work collaboratively with a small team in a busy office environment. Excellent communication skills and an approachable manner are essential. This role will report to the Office Manager.

You must also meet the general school requirements of being a committed Christian who is in full agreement with the school's confession of faith. This position will commence on 31 January 2022.

#### **The successful applicant will be responsible for:**

- Administering first aid to students, staff and visitors at the Hurstville Campus
- Maintain School Student Medical databases, student attendance and student medical information and plans
- Daily Student Attendance, rolls and absence follow up
- Dissemination, management and record keeping of Public Health Orders, health outbreaks and protocols
- Prepare and upload data for Government Reporting
- Dispensing prescribed student medication
- Ensure sick bay is stocked and clean and all first aid kits and AEDs are replenished and recharged as required
- Coordinate staff flu vaccinations, first aid, anaphalaxis and CPR training
- Assistance with reception counter, processing payments, email and phone enquiries
- Photocopying and filing as required
- Other administrative duties as required



# ST GEORGE CHRISTIAN SCHOOL

## CONFESSION OF FAITH

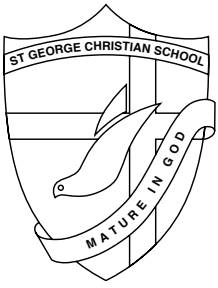
### **Skills and Attributes Needed:**

- Previous experience in a Nursing capacity (preferably with children) and Office Administration
- Current Registration as a Nurse with the Nursing and Midwifery Board of Australia (NMBA)
- Excellent communication skills with a professional phone and customer service manner
- Proficiency in MS Office/Word/Excel
- Excellent organisational skills with attention to detail
- A high level of discretion with ability to maintain confidentiality
- Able to work under pressure and in a timely manner
- Able to work in a collaborative team setting
- First Aid and CPR certificates desirable

This is a Permanent Fulltime role working Monday to Friday 8.00am to 4.00pm during term time only, commencing 31 January 2022. Salary and conditions are consistent with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020 - 2023. Applications close by 4.00 pm Friday 21 January 2022. Applicants may be interviewed ahead of closing date should a suitable applicant be identified.

*All SGCS staff are required by the Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021 to be fully vaccinated against Covid 19.*

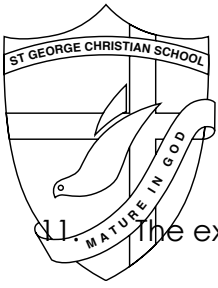
*In accordance with Child Protection legislation anyone seeking child-related employment are required to complete a Working with Children (WWC) Check clearance prior to employment.*



# ST GEORGE CHRISTIAN SCHOOL

## CONFESSION OF FAITH

1. The unity of the Father of the Son and of the Holy Spirit in the Godhead.
2. The Sovereignty of God in creation, providence, revelation, redemption and final judgment.
3. The divine and entire trustworthiness of Holy Scripture and its supreme authority in all matters of faith and conduct.
4. The sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation.
5. Redemption from the guilt penalty and power of sin solely through the sacrificial death of our representative and substitute, Jesus, the Incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner granting his repentance towards God and faith in our Lord Jesus Christ.
8. The justification of the sinner by the grace of God through faith in Christ alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy, universal church which is the body of Christ and to which all true believers belong.



# ST GEORGE CHRISTIAN SCHOOL

## CONFESSION OF FAITH

11. The expectation of the personal return of the Lord Jesus Christ.