



Position Description

Position name	School Nurse
Position reports to	HR Manager
Tenure	Permanent, part time, term time only
Date	February 2024

About St Margaret's

Empowering girls to learn, live and lead lies at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of the position

This purpose of this role is to ensure the health and wellbeing of the students and staff at St Margaret's College.

Key Accountabilities

Accountability	Expected deliverables
Provide primary health care for boarding and day school students and staff	<ul style="list-style-type: none">• Collection/distribution/safe storage of prescription medication• Be responsible for the ordering/stock control/safe storage of medication and first aid supplies• Administration of monthly Pharmacy accounts• Offer confidential and professional nursing care/advice to students on a daily basis. Arrange follow up in Health Centre, as required• Monitor students in the Health Centre and or Boarding, if, for health reasons, they are not able to attend school. Liaise with parents/ guardians re collection from school• Give emergency first aid as required and arrange appropriate follow up treatment to students and Staff• Offer confidential sexual health advice• Confidential ECP consultations by working within extended role guidelines

	<ul style="list-style-type: none"> • In conjunction with Day Matron arrange/administer annual flu vaccinations, meningococcal for boarders and staff • Co-ordinate any other school vaccination programmes as directed by Medical Officer/Public Health • Attend weekly Senior and Middle School guidance meetings, when possible. Ensure any follow up is achieved before next meeting • Attend School Nurse meetings (within Christchurch) as health representative of St Margaret's College, usually once per term • Annual attendance at SMC Athletic sports day/cross country to provide first aid cover • Attend other school events as required – not limited to - Teacher Only Days, Carol Services, Prizegivings • Clear communication and handover between Boarding and Health Centre staff at the beginning and end of each school day.
Running of the Health Centre	<ul style="list-style-type: none"> • Organise the daily events of the Health Centre • Advertise and co-ordinate physiotherapy sessions. Liaise with physiotherapist regarding student/staff • Students, especially boarders, are escorted to outpatient appointments, when appropriate • Adequate cover is arranged to ensure the Health Centre remains open during school times • Maintain/be responsible for the health records of all SMC students, ensuring confidential storage and monitor access • Formulate personal care plans for students as required in conjunction with Pastoral Teams • Maintain, loan and record the issue of first aid kits • Support to arrange first aid training • Maintain all policies and procedures pertaining to the Health Centre • Promote health and wellbeing amongst the SMC community • Accommodate needs of external providers/programme facilitators for health related activities/programmes • Contribute to schoolwide programmes and events as requested • Promote the Health Centre's work and email follow-up with girls • Attend school events as a medical representative as required.
Work as an integral member of the Pastoral Care network within the College	<ul style="list-style-type: none"> • Work closely with all Pastoral Care staff responsible for the care of students at SMC • Implement new initiatives • Be part of the SMC Community
Committees for Attendance	<ul style="list-style-type: none"> • Senior and Middle School Guidance meetings • Boarding meetings • Health & Safety meetings
Being part of the St Margaret's team	<ul style="list-style-type: none"> • Actively, collaboratively and positively participate as a member of the team • Proactively look for opportunities to improve processes • Perform any other duties as reasonably requested by the HR Manager and/or Executive Principal • Comply with and support all health and safety policies, guidelines and initiatives and responsibilities under the Health and Safety at Work Act • Attend Health and Safety Committee meetings • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.

St Margaret's College Expectations

- To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of "Empowering girls to learn, live and lead".
- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the organisation, which inspires people to believe that what they do makes a difference.
- Proactively assess, challenge and formulate solutions to enable the smooth and effective running of the school.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school's objectives.

Functional Relationships

- Executive Principal
- Director of Boarding and Boarding Day Matron
- Boarding Staff
- Physiotherapist
- School Doctor
- School Counsellors
- Guidance / Pastoral Care Teams
- Director of Sport
- All Teachers and Staff
- All Students

Qualifications & Experience

- Registered Nurse with current practicing certificate
- Experience in Primary Health
- Proven computer skills and data management
- Exceptional interpersonal skills and team leadership capability
- A partnership approach to coaching and development of students
- Maintain professional development
- Working as part of the health centre team