

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	School Nurse	Reference: November 2020
Function/Department	Nursing	Location: AIS
Manager Title	Health Services Manager	
Position Type	Permanent	
Position Status	Full-time	

## Position Objective

- To provide medical support for all activities conducted at the School
- To ensure a safe and healthy environment for all students, teachers, staff and visitors to the premises through attendance to school safety concerns, allergy and disease control, medical records and maintenance, first aid and emergency procedures

## Responsibilities

### General Nursing Duties

- Provide a service of Health & First Aid (H&FA) in an educational institution in an international environment
- Maintain standards of best practice in the delivery of H&FA
- Maintain all H&FA areas as safe and functional including restocking First Aid kits for on and off-site needs
- Maintain a confidential environment
- Assess and treat all illness and accidents (e.g. fractures, head injuries, lacerations, minor cuts and abrasions etc. as they present to the health centres)
- Refer to outside medical services as warranted
- Provide first-line counselling
- Identify and refer 'Students at risk' to the Health Services Manager
- Safely secure and administer medications as per school policy or as per medical doctor orders
- Assess students with special health needs and be aware of those at risk of requiring emergency care (e.g. anaphylactic (allergies) student management and students with medical conditions such as diabetes, asthma, cardiac conditions, epilepsy etc.). Act according to medical plans developed in conjunction with medical professionals and parents as appropriate.
- Provide health screening services (i.e. Vision Testing, Growth and Development, Hearing Screening)
- Act as a resource person to all staff members, students and parents
- Assist and deliver health promotion and health education to staff, students and parents. Actively promote Healthy Lifestyles issues
- Assist with student accountability by notifying teachers of students needing sick leave
- Attending camps as medical support (i.e. Local and International Camps)
- Monitor and maintain student vaccination records as per Singapore Health Promotion Board recommendations

### Administration

- Contribute to an effective data base and communication between H&FA areas and nurses
- Provide clear, accurate and detailed documentation of all care delivered and communications received
- Maintain professional development including First Aid and CPR skills
- Maintain security of records and equipment



- Assist the Health Services Manager in the monitoring of illnesses, incidences and accidents; and assess and report hazards

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

### Position Requirements

- Excellent communication skills in English (written & spoken)
- Maintain CPE in order to provide up to date quality care
- Ability to deliver high quality, timely nursing care to all individuals on campus
- Ability to work in a team environment
- Willingness to attend offsite camps (i.e. Local and International Camps)

### Qualifications

- Registered Nurse with Singapore Nursing Board (SNB), or equivalent from another country
- Minimum 5 years' experience working as Registered Nurse – Paediatric/Child Health experience preferred
- Bachelor's Degree in Nursing

### Contacts

- Students
- Parents
- AIS staff

### Working Conditions

- Country role
- School Environment
- Eight hour shifts
- Occasional staff meetings and trainings outside regular working hours
- Occasional weekend cover
- To be flexible and available upon request
- Refer to the school website to see the school calendar with school holiday dates

### Terms of Employment

- Full-time role depending on needs of the school at any given time
- Working Hours: 7.00am to 6.00pm, Monday to Friday (24 hour minimum shifts for part-time appointments)
- 21 days annual leave
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave (pro-rata for part-time)
- Right to work in Singapore: Required



**Australian  
International  
School**

## **Job Description Form**

- Background check: Required
- Referee request: Required
- Probation period: 3 months from the date of commencement