

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.

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|---------------------|-------------------------|------------------------|
| Position Title | School Nurse | Reference: August 2019 |
| Function/Department | Nursing | Location: AIS |
| Manager Title | Health Services Manager | |
| Position Type | Fixed Term | |
| Position Status | Casual | |

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. Provide a brief summary of the scope, objective or role. Include 3 or 4 key responsibilities of the position. Describe how the position supports, contributes or is linked to the school or regional office's mission.

Responsibilities

General Duties (Un-supervised):

- Provision of Basic First Aid in an educational institution in an international environment utilising First Aid training
- 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
- Identify and refer 'Students at risk' to the Health Services Manager
- 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

General Duties (Supervised):

- Assess and treat all illness and accidents with supervision from a Singapore Nursing Board (SNB) Registered Nurse
- Refer to outside medical services as warranted in consultation with SNB Registered Nurse
- Provide first-line counselling and refer for further follow up to SNB Registered Nurse
- Safely secure and administer medications only with direct supervision of SNB Registered Nurse and a counter check
- Assess students with special health needs and be aware of those at risk of requiring emergency care

Administration

- Contribute to an effective data base and communication between H&FA areas and nurses
- Keep detailed records of service by monitoring and documenting all student and staff visits
- 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
- Closely related duties should be grouped together

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

- Health Care Professional training or Nursing training equivalent from another country other than Singapore. This role does not require SNB or other medical board registration but delivery of care will only be completed with full supervision by a SNB Registered Nurse
- Excellent communication skills in English (written & spoken)
- Ability to deliver high quality, timely care to all individuals on campus
- Ability to work in a team environment
- Ability to escalate to SNB registered Nurse or Health Services Manager as required
- Practice as per the specific responsibilities listed in this Job Description

Qualifications

- Minimum 3 years' experience working as a Health Care Professional or Nurse
- Qualifications as a Medical Health Care Professional or Nurse
- Current CPR and First Aid qualification required

Contacts

- Students
- Parents
- AIS staff

Working Conditions

- Country role
- School Environment
- 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
- School camps (international and local) only as a support to a SNB registered nurse

Terms of Employment

- Casual depending on needs of the school at any given time
- Nursing department operating hours: 7.00am to 6.00pm, Monday to Friday (8 hour shifts rostered)
- Right to work in Singapore: Required
- Background check: Required
- Referee request: Required
- Probation period: 3 months from the date of commencement