

<b>Position Title</b>	School Nurse	<b>Date:</b> March 2018
<b>Function/Department</b>	Nursing	<b>Location:</b> Singapore
<b>Manager Name &amp; Title</b>	Lead Nurse	
<b>Position Type</b>	Permanent	
<b>Position Status</b>	Full Time	

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 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.

## Specific Responsibilities

### Nursing

- 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
- Refer to outside medical services as warranted
- Provide first-line counselling
- Identify and refer 'Students at risk' to the Lead Nurse
- Safely secure and administer medications
- Assess students with special health needs and be aware of those at risk of requiring emergency care
- 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.

### 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 Lead Nurse in the monitoring of illnesses, incidences and accidents; and assess and report hazards

It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. 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 Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third-party services.

## Position Requirements

- Registered Nurse with Singapore Nursing Board.
- Minimum 3 years' experience working as Registered Nurse –
- Paediatric/Child Health experience under the age of 2 years old is preferred
- Excellent communication skills in English (written & spoken)
- Ability to deliver high quality, timely nursing care to all individuals on campus
- Ability to work in a team environment
- Availability to go on school camps as a Nurse.
- Willingness and ability to work independently in the Infant Care department of the school during term holidays.

## Qualifications & Skills

- Bachelor's Degree in Nursing

## Contacts

- Student, Parents and AIS Staff

## Working Conditions

- School Environment
- Mondays to Fridays, between the hours of 7.00am to 5.00pm
- Occasional staff meetings and training after hours
- Occasional overtime coverage required

## Terms of Employment

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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Paid Annual Leave - 4 weeks per year (2 weeks June/July and 2 weeks Dec/Jan)
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave
- Probation Period: 3 months
- Referee Check: Required



**Australian  
International  
School**

# Job Description

- Background Check: Required
- Other benefits depending on terms of employment