



**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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	Head Nurse	Reference: November 2023
Function/Department	Health Services	Location: AIS and BCS
Manager Title	AIS Head of School	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

- To provide and oversee medical support for activities conducted at the Australian International School (AIS) and Brighton College Singapore (BCS).
- To ensure a safe and healthy environment for all students, teachers, staff, and visitors.
- To lead training, supervision, and to guide colleagues in providing appropriate care for students.

## Responsibilities

**The Health Service Manager is responsible for overseeing the medical needs for both AIS and BCS. This includes leading and managing a team of nurses.**

### General Nursing Duties:

- Provide a service of Health & First Aid in an educational institution (including staff First Aid Training).
- Maintain all Health and First Aid areas as safe and functional including restocking First Aid Kits for on/offsite needs.
- Assess and treat illnesses and accidents.
- Direct report of monthly statistics and incidences to Health and Safety Committee.
- Arrange and liaise with Heads of Year to conduct Health Screenings.
- Collaborate with external providers to conduct various health tests (eg hearing tests, vaccinations, etc) to support students and staff in school.
- Develop a health education plan that aligns with sub-school's Unit of Inquiry.
- Attend camps as medical support (local and international camps).
- Support Outdoor Education department and external parties for camps and international games with medical information and First Aid kits.
- Liaise with International SOS (ISOS) to ensure that all medical details are relayed to them prior to any trips.
- Monitor and maintain student vaccination records as per Singapore Health Promotion Board recommendations.
- Track all illnesses in school and trigger necessary actions to break the infectious cycle.
- Report any infectious disease outbreak via CDLENS.

### Administration:

- Provide clear, accurate and detailed documentation of all care delivered and communications received.
- Ensure the Nursing Team record and document all visits in ISAMS.
- Ensure the Nursing Team receive the necessary courses to maintain professionalism throughout their Nursing career.
- Ensure monthly payrolls submitted by Nursing Team are being reviewed and endorsed by Head of School.



- Partner with the Admissions Team weekly and assess students with special health needs.
- Develop medical plans to support students in school ensuring communications all staff so the relevant parties are aware of student's medical need.
- Ensure the annual student declaration forms are being reviewed in a timely manner.
- Track all health related and nursing policies, along with reviewing them before expiration date.
- Collaborate with the Sports Department to ensure the external medics receive the appropriate orientation to operate on AIS grounds.

#### **Safeguarding and Wellbeing:**

- Provide first-line counselling.
- Identify and refer 'Student at Risk' to the Wellbeing team.
- Collaborate with other wellbeing committee members to ensure a safety plan is in place for students at risk.
- Ensure that Nurses maintain full knowledge of our safeguarding protocol on reporting and recording.

**It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come 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, they 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**

- Excellent communication skills in English (written and spoken)
- Ability to thrive in a team environment
- Willingness to attend offsite camps (local and international camps)

#### **Qualifications**

- Registered Nurse with Singapore Nursing Board (SNB)
- Minimum 3 years' experience working as a Registered Nurse
- Bachelor's degree in nursing

#### **Contacts**

- Students
- Parents
- AIS and BCS staff
- External providers (camp providers, ISOS, canteen vendor, third party providers)



## Working Conditions

- Country role
- School environment
- 8 hours shifts
- Occasional staff meetings and trainings outside regular working hours
- Occasional weekend cover
- To be flexible and available upon request.

## Terms of Employment

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- Working Hours: **7:30 am – 4:00 pm, Monday to Friday**
- Annual Leave: **13 Weeks Hybrid**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**