



Position Description

School Nurse

Part-Time Position - Term Time Only

We are a K-12 independent, secular, co-educational school with a stunning 17-acre bushland campus in the Blue Mountains. We value academic and creative pursuits equally and work together to ensure that respectful relationships are maintained. At Korowal, students are at the centre of our philosophy, practice and decision making.

Our mission is to empower & inspire learners to develop their unique strengths.

Terms and conditions of employment

We are seeking a reliable and motivated school nurse to join our team in this newly created role. You will support the school community through provision of medical care for our students. The School Nurse is an important part of the school community and will be required to regularly participate in meetings and consultation around medical needs across the school.

This position is classified as a Nursing Services Employee and is a role of 18 hours per week, covered within the NSW Independent Schools (Professional and Operational Staff) CMEA.

Working hours are 9:00am to 3:30pm, Wednesday to Friday during school terms only.

Appointment

Commencing Term 2, 2026, this is a temporary position for 2026 which will be reviewed in Term 4.

Responsible to

The Principal, Korowal School.

Staff at Korowal take care:

- To support committed, mutually respectful relationships between students and staff.
- To support a healthy, safe and welcoming school environment that is focused on sustainability.
- To work creatively and sensitively with colleagues, communicating clearly and openly to maintain good working relationships.

Responsibilities

- Providing first aid when required in accordance with School policies. This includes the provision of effective initial treatment in the event of minor medical conditions to emergency medical situations. This includes, but is not limited to; management of cuts, abrasions, contusions, soft tissue injury, basic wound care, minor bleeding to emergency situations including trauma, severe bleeding and asthma attacks.
- Administering medication according to medical action plans and School policies.
- Ensuring health information regarding students is current, comprehensive and clearly communicated to relevant members of the school community.
- Maintaining appropriate medical records where necessary
- Ensuring first aid kits are maintained, audited and expiry dates for items are checked.
- Liaising with, and providing medical records, updates and advice to staff who are attending off-campus events, including camps and excursions.
- Ensuring school policies relating to health and first aid are up to date to meet the School's duty of care and comply with all laws and regulations.
- Provide medical emergency services as the need arises.
- Provide medical guidance and support to the School's Executive Leadership Team during an emergency.
- Attend excursions/camps as required to support students with specific medical treatment as required.
- Ensure that student health information is current, comprehensive and clearly communicated to relevant members of the school community. This includes action plans for students with specific medical conditions such as anaphylaxis, allergies, epilepsy and diabetes.
- Upholding of our School's policies and procedures, particularly regarding Child Protection, Employee's Code of Conduct and WHS.

Selection Criteria *(these must be addressed in your application)*

The successful applicant will have:

1. Current registration with the Australian Health Practitioner Regulation Authority.
2. Relevant experience working as a Registered Nurse.
3. Bachelor of Nursing from an accredited university.
4. Demonstrated ability to work without supervision and in a team environment.
5. Effective interpersonal and communication skills.
6. Strong time-management and organizational skills, with the ability to prioritise tasks and meet deadlines.
7. A current Working with Children Check registered number, or a willingness to obtain

8. A willingness to uphold Korowal School's values and ethos

Desirable Criteria:

1. Experience in the education sector
2. Experience in WHS procedures

Submitting your application

Please ensure that you include all of the following:

1. Provide your CV with your application.
2. Supply the names and contact details (both day and evening) of two (2) referees.
3. Address all the Selection Criteria (above) in writing
4. Provide your current WWCC number

Korowal School is a child safe environment. Our School actively promotes the safety and wellbeing of all students, and all School staff are committed to protecting students from abuse or harm, in accordance with their legal and ethical obligations including child safe standards. The successful applicant for this position will be required to provide the School with a current Working with Children Check.

<https://ocg.nsw.gov.au/working-children-check>

Expressions of Interest are to be submitted by **5pm Friday 6th March.**

Application may be addressed to the Principal, Cindy Barnsley and sent via email (please PDF all documents) to: jobs@korowal.nsw.edu.au. In the subject line please state 'School Nurse Application'