



KINROSS WOLAROI  
— SCHOOL —

# School Nurse

**Part Time - Ongoing**

**Candidate Information Pack**

**Closing Date: 31 March 2026**

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March 2026



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).



## POSITION DESCRIPTION

### Role Objectives and Responsibilities

The primary role of the School Nurse is to provide Health Care for students within the day and boarding school community. The School Nurse will assist in delivering programmes that protect and sustain the health and safety of the student community. This may include night and weekend work as well as supporting first aid for sports and similar events.

The School Nurse can expect to liaise with:

- Executive & Senior Leadership Staff
- Operations Manager - Services
- Staff
- Students
- Parents and carers

Duties related to the position include, but are not limited to the following:

Key Word	Duties
First aid and emergency services	<ul style="list-style-type: none"><li>• Administer first aid to students</li><li>• Provide Health Clinic in-patient supervision</li><li>• Administer medication according to medical action plans and School policies</li><li>• Establish and maintain medical records for students, ensuring appropriate procedures for the administration of medication</li><li>• Maintain appropriate records regarding illness and injury reporting</li><li>• Liaise with parents and medical practitioners regarding student medication requirements, medical action plans or referrals to health care professionals or hospital as required</li><li>• Refer students to the School Psychologist or arrange transfer to hospital, medical centre or home in accordance with appropriate school procedures and accepted first aid practice</li><li>• Interpreting medical evaluations for students and providing an understanding of implications for the educational performance of students by notifying staff where needed</li></ul>



Key Word	Duties
<b>Student welfare</b>	<ul style="list-style-type: none"><li>• Promoting the prevention and control of communicable disease</li><li>• Providing information regarding personal student health problems</li><li>• Assist with delivering School based immunisation programmes in conjunction with service providers</li><li>• Assisting in identification of at-risk students</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Maintaining a clean and orderly environment for the health clinic</li><li>• To ensure the maintenance of accurate and confidential case files and statistics</li><li>• To attend staff meetings as required</li></ul>
<b>Other duties</b>	<ul style="list-style-type: none"><li>• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Supervisor or Executive Director, Corporate &amp; Governance.</li></ul>

### Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

### Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Head of Senior School. For day-to-day operational matters the position will be *responsive* to the directions of the Health Clinic Manager (the Supervisor).



## SELECTION CRITERIA

### General Expectations for staff at Kinross Wolaroi School:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees, including a willingness to support the Mission, Vision and Values for the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing professional attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

### Essential Knowledge, Skills and Attributes

- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
- Excellent problem solving, organisational and time management skills.
- Strong communication skills.



### **Essential Professional Criteria**

- Registered Nurse with AHPRA
- Senior First Aid or Advanced First Aid Certificate
- Demonstrated successful professional experience involving school aged children
- Demonstrated experience handling and controlling medicine, medical supplies and equipment
- Highly effective relationship development and management skills than can be effectively applied to a broad range people including students, staff and parents
- Experience using Microsoft Office programs
- Demonstrated ability to manage emergency situations in a careful and responsive manner
- Demonstrate a high degree of discretion and initiative.

### **Desirable Professional Criteria**

- Previous professional experience in an educational setting



## Work Health and Safety

- Remain informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)
- Observe Kinross Wolaroi School WHS Protocol
- Identify WHS information and training needs for self
- Be involved in WHS projects according to priorities set by consultative processes and management direction
- Comply with WHS initiatives as directed and agreed with management and consultative processes
- Comply with safe work procedures as instructed by supervisor or manager
- Comply with legal and reasonable instructions from employer representatives
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

## Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



## APPOINTMENT CONDITIONS

The role will require attendance on School business at a variety of locations at any time of the day or week. Employment will be offered on the basis of a part-time, ongoing role working 22.8 hours per week throughout the School's academic terms.

Employment will be subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact Human Resources at [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au).

To apply for this exciting role, please submit the following to [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au):

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history, WWC accreditation, and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

**Referees will not be contacted without your prior agreement.**

*Preferred applicants will be screened in accordance with Child Protection legislation.*