

POSITION DESCRIPTION

School Nurse



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	School Nurse
Reports to:	Deputy Principal - Student Engagement via the Nurse in Charge
Employment type and tenure:	Fixed Term (Interim) Appointment until 4 December 2026
Department / School:	College-wide
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification pay point:	Enrolled Nurse
Last updated:	July 2026

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

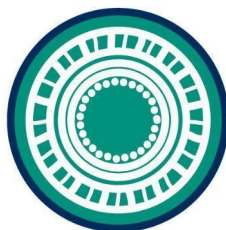
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The School Nurse – Enrolled Nurse supports the health, safety and wellbeing of students and staff across the College's Primary and Secondary campuses.

Working under the direction of the Registered Nurse (Nurse in Charge), the position provides first aid, routine nursing care, medication support, health administration and assistance with the management of student medical needs in accordance with professional standards, College policies and established health care plans.

The role also provides field-based first aid and administrative support at College sporting events and activities. During quieter periods, the position is expected to contribute to other appropriate administrative and operational duties within the Student Engagement and Wellbeing teams.

The position reports to the Deputy Principal – Student Engagement through the Registered Nurse (Nurse in Charge).

The ordinary hours of work are 8:00 am to 4:00 pm, Monday to Friday, during the College's published school term times. Some flexibility may be required to support sporting events, excursions, camps or other College activities.

Primary relationships

The School Nurse – Enrolled Nurse works closely with:

- Registered Nurse (Nurse in Charge)
- Deputy Principal – Student Engagement
- Student Engagement and Wellbeing staff
- Primary and Secondary teaching and operational staff
- Heads of Sub-School, Heads of House and pastoral care staff
- Sport, Activities and Co-curricular staff
- Students across the Primary and Secondary campuses
- Parents and carers
- College First Aid Officers
- External health professionals, emergency services and medical providers
- Other College staff and stakeholders as required

Main responsibilities

Student health and clinical care

- Assess students and staff presenting with illness, injury or other health concerns and provide appropriate first aid and nursing care within the scope of practice of an Enrolled Nurse.
- Respond promptly and calmly to medical incidents and emergencies, escalating care to the Registered Nurse, emergency services, parents or carers where required.
- Support students with chronic or complex health conditions, including asthma, anaphylaxis, diabetes and epilepsy.
- Provide appropriate follow-up support for students returning to class after illness or injury.

Medication and health records

- Administer medication in accordance with medical directions, student health care plans, College procedures and professional requirements.
- Maintain accurate, timely and confidential medical records, treatment notes, medication records and associated documentation.
- Assist with the implementation and review of student health care plans, emergency action plans and risk management arrangements.

Communication and collaboration

- Liaise professionally with students, parents, carers, staff and external health professionals regarding student health and wellbeing.
- Work collaboratively under the direction of the Registered Nurse and contribute to the effective operation of the College health service.
- Assist with staff awareness and training relating to first aid and the management of student health conditions.

Sporting events and College activities

- Provide field-based first aid and health support at College sporting events, carnivals, fixtures, excursions, camps and other activities as required.
- Assist with the preparation of medical information, first aid supplies, student records and incident documentation for College activities.

Administration and operational support

- Provide administrative support to the Student Engagement and Wellbeing teams, including data entry, filing, document preparation, correspondence and record management.
- Assist with the coordination of first aid supplies, equipment, medication storage and health centre resources.
- Support the monitoring of first aid qualifications, training records and compliance requirements.
- Undertake other appropriate administrative and operational duties during quieter periods.

Professional Responsibilities

- Act in accordance with the College's Standards of Practice, policies and procedures at all times
- Demonstrate professionalism, integrity and sound judgement in all interactions with students, staff, families and the wider community
- Maintain appropriate professional boundaries in line with the expectations of the College and relevant regulatory bodies
- Contribute positively to the culture and community of the College, supporting a respectful, inclusive and collaborative working environment
- Engage in continuous professional learning and development to enhance capability and effectiveness in the role
- Exercise discretion and maintain strict confidentiality when handling sensitive information
- Comply with all legislative and regulatory requirements relevant to the role
- Follow all reasonable and lawful directions from the Principal and delegated leaders
- Demonstrate a commitment to the College's mission, vision and values in all aspects of work

Child Safety and Protection

- Act in accordance with the Child Safe Standards (Qld) and the College's child safety policies and procedures

- Maintain a current Working with Children Check (Qld Blue Card or Qld Teacher Registration) and comply with “No Card, No Start” legislative requirements
- Demonstrate behaviours that promote the safety, welfare and inclusion of all students
- Maintain appropriate professional boundaries with students at all times, including in digital environments
- Identify, respond to and report concerns regarding student safety and wellbeing in accordance with legislative obligations and College procedures
- Comply with all mandatory reporting obligations, including reporting to the Queensland Family and Child Commission (QFCC) where required
- Participate in required child protection and safeguarding training, including induction and ongoing updates
- Contribute to a culture where the student voice is heard, respected and acted upon
- Support the cultural safety of Aboriginal and Torres Strait Islander students and the inclusion of students from diverse backgrounds
- Understand and comply with the College’s obligations under the Reportable Conduct Scheme (Qld) and cooperate fully with any related processes

ABOUT YOU

Person specification

Qualifications and experience

- Diploma of Nursing, or another qualification recognised for registration as an Enrolled Nurse.
- Current registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA), with no conditions that would prevent the performance of the role.
- Current Queensland Working with Children Blue Card, or eligibility to obtain one before commencement.
- Current First Aid and CPR qualifications.
- Current anaphylaxis and asthma management training, or willingness to complete this before or shortly after commencement.
- Current unrestricted driver licence.
- Relevant nursing experience, preferably in a school, paediatric, community health, emergency or sporting environment.
- Experience providing first aid, administering medication and maintaining accurate health records.

Knowledge, skills and attributes

- Sound knowledge of the responsibilities and scope of practice of an Enrolled Nurse.
- Knowledge of common student health conditions, including asthma, anaphylaxis, diabetes and epilepsy.
- The ability to identify health risks, respond calmly to incidents and escalate concerns appropriately.
- Strong organisational, administrative and time-management skills.
- Clear, professional and compassionate communication with students, parents, carers and staff.
- The ability to work collaboratively under the direction of a Registered Nurse and independently within established procedures.

- High levels of discretion, confidentiality, accuracy and professional judgement.
- Confidence using electronic records, email and standard office systems.
- The ability to manage competing priorities in a busy environment.
- Flexibility and a willingness to support sporting events and undertake broader administrative duties.
- A strong commitment to child safety, student wellbeing and the ethos of an Anglican school.

Physical and inherent requirements

- Work Monday to Friday, 8:00 am to 4:00 pm, during school term times.
- Work across the College's Primary and Secondary campuses.
- Attend indoor and outdoor sporting events and College activities.
- Walk, stand, bend, kneel and respond promptly to incidents across the campus.
- Safely assist students and handle first aid equipment and supplies.
- Work effectively in a busy environment with frequent interruptions.
- Remain calm when responding to illness, injury, distress or medical emergencies.
- Use computers, electronic health records and standard medical and office equipment.
- Meet all relevant health, safety, registration and child protection requirements.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the College and their protection from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm. We act in accordance with the *Child Safe Organisations Act 2024* (QLD) and implement the Child Safe Standards and Universal Principle to create a safe, inclusive, and accountable environment. We listen to students, value their views, and support them to participate in decisions that affect them.

Matthew Flinders Anglican College is committed to the safety and inclusion of all students, including those from diverse cultural backgrounds, students with disability, LGBTQIA+ students, and students who may be experiencing vulnerability. We also make a clear commitment to the cultural safety of Aboriginal and Torres Strait Islander students and to providing an environment where their identities, cultures, and connections to Country are respected and upheld.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

1-47 Stringybark Road, Buderim QLD 4556

P: 07 5477 3200

www.mfac.edu.au

"Surrounded by our past, united by our future." Artwork by David Williams of Gillingbarr.