



School Nurse

Glenfield College is a co-educational secondary school with a roll of approximately 700 students. Applications are sought for a Registered Nurse in our Student Wellbeing Centre to assist our First Aid provider.

This new role is part time (12 hours per week), term-time only, start date negotiable. Hours of work are negotiable, but would be best over three days. There is scope for this role to increase in the future.

Terms of employment, including remuneration, are as per the Support Staff in Schools Collective Agreement 2022-2024.

The position will include tasks such as:

- Ensuring the Student Wellbeing Centre is a welcoming safe space for students;
- Assessing all students who require medical treatment, making referrals where required;
- Monitor and administer medication and health plans;
- Promoting all available health services, liaising as required;
- Reviewing new students health records to identify health needs;
- Identify and refer any at risk students;
- Assist students to make responsible decisions regarding their own health;
- Assist with medical emergencies;
- Maintain and update register of all visits;
- Working with the other members of our Wellbeing team to deliver holistic wellbeing services and support to our students and staff;
- Maintain accurate details within our Student Management System;
- Provide support for team members, as required.

The successful applicant will have:

- A current practicing certificate;
- Empathy, tolerance and diplomacy;
- The ability to remain calm and in control;
- A proven history of working with young people;
- Attention to detail;
- The ability to work both independently and collaboratively as a team;
- Strong communication and interpersonal skills – verbal and written;
- Excellent computer skills;
- A can-do attitude;
- The ability to maintain confidentiality per College policies, procedures & MoE guidelines.

You must be eligible to work in New Zealand to apply for this position. Appointment is subject to a satisfactory police vet.

Please contact the Principal's EA, Gillian Hayward: g.hayward@gc.ac.nz for an application pack.

Applications close on 31 May 2024.