



Duty Statement - School Nurse (Primary)

Lake Joondalup Baptist College seeks to appoint an exceptional professional, suitably qualified and experienced School Nurse to the Primary School.

The successful applicant will be committed to actively supporting the Christian mission of the Lake Joondalup Baptist College and should possess genuine warmth and empathy for Primary aged children and have a deep commitment to providing the highest level of service to students, staff and parents. The School Nurse(Primary) should be consistently approachable and able to manage challenging situations with composure and diplomacy. They should be capable of managing conflicting demands, while maintaining positive relationships with colleagues.

This person will be committed to actively supporting the Christian mission of the Lake Joondalup Baptist College. (Further information about the College is available on the LJBC website, www.ljbc.wa.edu.au)

Qualifications, experience and personal qualities

1. Registered nurse with current registration certified by the Australian Health Practitioner Regulation Authority (AHPRA)
2. Current CPR and Senior First Aid competency
3. Current WWCC
4. Current National Police Clearance
5. Current Youth Mental Health First Aid
6. It is also desirable to have current Diabetes and Asthma and Anaphylaxis education
7. Organisational and computer skills.
8. Ability to maintain confidentiality
9. Ability to establish and maintain effective working relationships with staff, supervisors, students and parents
10. Able to work collaboratively in a collegial environment
11. The successful applicant will have excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative and ability to work as a team member. The successful applicant must be a committed, practising Christian.

Responsibilities

1. Provide first aid care and access to medically prescribed services.
2. Monitor the health status of the Primary school student population.
3. Develop policies, procedures, guidelines and standards for health procedures
4. Obtain a health and developmental history for each student.
5. Promote and assist in the control of communicable diseases through preventative immunisation programmes, early detection, surveillance and reporting of contagious diseases to all relative personnel, both within the school and appropriate health services.
6. Observe Primary students for development and health patterns to make nursing assessments, diagnosis and provide effective treatment.
7. Initiate referrals (with parent consent) to health professionals for intervention in health.
8. Initiate referrals for students to other school personnel for remediation and/or counselling.
9. Communicate the health status of students to parents and school personnel.

10. Provide health education to students as required.
11. Develop a strong focus on health promotion within the Primary School community.
12. Liaise regularly with the Primary Leadership Team and the College well-being personnel.
13. Maintain working knowledge of Federal and State laws and regulations affecting the delivery of school health services.
14. Maintain supply of stock and equipment required to provide effective health services e.g. supply and maintain first aid kits.
15. Maintain a programme of continuing self-education in order to develop the skills and knowledge necessary to fulfil the role of a school Health Nurse.
16. Establish collaborative working relationships with staff in matters where a multi-disciplinary approach to a student's welfare is deemed appropriate
17. Attendance at school camps, as required, where medical and first aid support is provided to students and staff.
18. Provision of medical and first aid care for various Primary functions.
19. Maintain accurate documentation (nursing and health records) for use in National Data Collection.
20. Participation in the development, implementation and evaluation of departmental policies, procedures and guidelines.
21. Provide first aid in response to accidents and incidents on campus.
22. Promotion of self-care and personal responsibility for health.
23. Provide health information and health education to students and staff.
24. Participate in classroom health education sessions as requested.
25. Liaise with parents, guardians, staff and allied health care professionals as appropriate.
26. Ensure correct medical protocols are followed.
27. Dispense daily medications when on duty.
28. Maintain security of health records and supplies.
29. Identify and participate in personal training and development opportunities.
30. Provide accident and incident reports to Primary Leadership Team.

Other duties

1. Actively participate in the extra curricula program of the College.
2. Attend after school and evening meetings and events and undertake duties related to role in the Primary School.
3. Liaise with Primary Leadership Team, teachers, school support services and other professionals, including the College Psychologist and well-being personnel.
4. Other duties as requested by the Primary Leadership Team and the College Principal.

How to apply and additional information

Please visit the Employment Section on the College website:

<https://www.ljbc.wa.edu.au/Employment.php> and read the 'Application Information' section.

Applications must be submitted with a completed Employment Application Form, which can be downloaded on the Employment page.

Please ensure that you have included the following documentation in your application as outlined below:

1. A completed Employment Application Form
2. Covering letter which includes written responses to the Essential Selection Criteria in the Job Description.
3. Resume which includes contact details of two professional referees.
4. Certified copies of qualifications and academic transcripts.
5. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement.
6. Working with Children Check, or undertaking to apply prior to commencement.
7. A written reference from your Church Pastor/Minister.

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

Applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4.00pm, Wednesday 3 December 2025.