



Position Description

Position Title	Health Centre Manager
Reports to (Position)	Operations Manager
Location	Melbourne, Australia
Employment Status	Full Time (Term Time plus 2 weeks)

Components of this Position Description	
1	Organisational Profile
2	Position Objective
3	Key Stakeholders
4	Core Responsibilities and Accountabilities
5	Key Capabilities and Competencies
6	Qualifications, Registrations and Experience
7	Additional Information and Special Conditions

This Position Description is a summary of the core responsibilities and expectations of The Health Centre Manager. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The Health Centre Manager plays an important role in the provision of health service to the Peninsula Grammar School community. The role has specific responsibilities for the planning, direction and supervision of the Health Services Department. The Health Centre Manager is responsible for effectively leading the Health Services Centre at Peninsula Grammar and working within the wellbeing framework of the School to ensure best practice in the provision of health services to the staff and students in our School Community. This is a role that supports the teaching and learning and pastoral care framework of the School and works proactively with staff to initiate health and wellbeing programs and promote health issues amongst the School Community.

3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Operations Manager
- Head and Deputy Heads of Junior, Middle and Senior School
- Business Manager
- Facilities Team
- Operational Staff (Administration and Business Support functions)
- Teaching Staff
- Students

External

- Visitors
- Emergency Services
- Doctors
- Hospitals
- Other Health Professionals

4. Core Responsibilities and Accountabilities

The Health Service Manager assists with promoting and protecting the health of the students, staff, and visitors. They monitor the health status of the school's population and provide first aid care.

Leadership of Health Services

- Provide high level advice to the School Leadership Team to ensure compliance with legislation and best practice
- Identify legislation governing school nursing practice and ensure the School is compliant with this legislation
- Identify opportunities to promote health and wellbeing initiatives within the School community and develop these initiatives
- Develop and update policies, procedures and guidelines specific to Health Services
- Work with the Head of Wellbeing to ensure effective collection/management of student medical information. Conduct follow up calls to parents or send texts/emails when further medical information is required.
- Identify and adhere to legislation regarding consent, confidentiality, privacy and release of information.
- Management of health emergencies occurring within the School
- Coordinate the School's student immunisation program



Position Description

- Coordinate the annual influenza vaccination program for staff
- Analyse Health Services statistics to identify patterns and suggest strategies to reduce areas of concern/risk. Provide reports to and attend Workplace Health and Safety Committee meetings
- Attend school pastoral meetings as required eg Junior/Middle/Pre Senior/Senior School Wellbeing Meeting.
- Provide crisis management services as the situation demands

Management and Supervision of Nursing Staff

- Assume responsibility for the management and supervision of staff employed in the Health Services Department
- Assist in the recruitment of suitable candidates
- Ensure new staff are effectively inducted into their roles and receive appropriate training and counselling to carry out their duties effectively and efficiently
- Monitor punctuality, attendance and performance.
- Ensure that adequate staff are on duty at all relevant times to satisfy duty-of-care requirements and compliance with School policies
- Ensure all School Health Equipment and supplies are in properly working order and fit for use (including Epipens)
- Ensure that appropriate standards of nursing practice are maintained by nursing staff

Administration of Medicines

- Administer medicines and drugs to students in accordance with the students individual medical health/management plan and School policies
- Safely store and record all medications on site
- Ensure medications are not passes their used by date and discard correctly if they are
- Ensure medication is only given to those students who have consent from their parents or guardians

Nursing Duties

- Provide first aid to students (including Boarding students), staff and visitors as required.
- Personal health appraisals of students to reassure those who are healthy and identify children at risk of conditions which may affect their health and learning
- Refer students who require medical treatment to their usual source of medical care. Parents are notified as soon as practicable, in the case of an emergency students are either taken directly to the school doctor (Ti Tree Family Doctors), another local clinic or an Ambulance will be called
- Support teachers, non teaching staff and parents by explaining the special characteristics and needs of student with chronic recurring illness or disabilities
- Conduct basic health checks for International students / Boarders
- Conduct primary assessment and provided appropriate treatment to member of the school community
- Liaise with parents/school staff/health professionals regarding students identified with health and wellbeing issues to ensure their needs are met
- Organise immunisations for staff and international students and students as required



Position Description

- Facilitate School based immunisation program with the Mornington Peninsula Shire Council Immunisation Department
- Conduct Anaphylaxis briefings to all staff and any other nursing/medical briefings required
- Complete incident reports where necessary
- Provide informed and accurate information, instructions and recommendations in relations to students attending the Health Services to Head of School and Board House
- Provide care for sick students until they are collected by a parent or recover

Administration Duties

- Display health promotion, first aid, anaphylaxis and asthma posters around the campus
- Ensure that health information regarding every student 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.
- Work with Admissions during the process of enrolment to ensure that health information held for each student is recorded and distributed appropriately
- Selectively participate in health education programs in the School and with parent groups when appropriate
- Ensure accurate and confidential staff and student records (digitally) and store safely
- Ensure that accurate records for treatments provided are kept for reporting and reference when necessary
- Develop a statistical database, including the number of students and staff seen, demographic information of students and their families, and the nature of referrals
- Liaise with the Head of Wellbeing and School Counsellors regularly with regard to the welfare of staff and students in accordance with School policies and procedures
- In accordance with School policies and procedures, liaise with teachers, counsellors, doctors, students and parents
- Provide health counselling to students, parents and staff where required
- Liaise with other services in the community to ensure the best care for staff and students
- Review and update policies and procedures as required in conjunction with the Policy Coordinator as required
- Such other duties as may be required for time to time
- Regularly check AED's and First Aid kits on campus
- Maintain medical supplies in the School Health Centre
- Comply with purchasing guidelines for health and safety when ordering medical supplies
- Effective annual preparation and management of the Health Services budget
- Maintain legal documentation for all treatments performed.
- Check all student medical forms prior to school camps and excursions and ensure appropriate medication and first aid supplies are available for specific student needs.
- Ensure that all the relevant medical information is communicated to staff attending school camps

Professional Development

- Continue education and professional development required to maintain competency as a Registered Nurse in Australia
- Source professional development opportunities for Health Centre staff in conjunction with the Director of School Operations



Position Description

International and Boarding Student Welfare

- Understand cultural and special needs of Indigenous and International students
- Provide ongoing evaluation, planning and treatment for the Boarders/International students physical, emotional and social well being
- Transport and support International Boarders at medical and other health professional appointments.
- Manage private health cover administration for Boarding and International students

School Events and Sport

- Administer first aid as required for school activities, sports training, camps and events
- Arrange staffing to cover first aid requirements as above
- Manage First Aid kit loan system
- Provide first aid supplies for all school activities, sport coaches and events
- Regularly check and restock all First Aid Kits

Workplace Safety

- Follow School policies as required
- Follow safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to within your designated area
- Report any equipment or situation that is hazardous or has the potential to affect the health safety of the Peninsula Grammar workplace
- Ensure appropriate storage and use of medical supplies

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Practical skills and qualifications for the administration of first aid and general medical care and treatment
- Relevant computer skills, including Microsoft suite, Schoolbox and Synergetic preferred
- Ability to provide age appropriate care
- Strong organisational skills
- Ability to respond in a calm and professional manner
- Advanced administrative skills; across the Microsoft Office Suite, Zenith and Synergetic
- Excellent time management and organisational skills
- Excellent communication skills



6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Current accreditation as a Registered Nurse in Australia with managerial experience
- Anaphylaxis and Asthma Qualifications
- Administration of Immunisations certificate (preferred)
- Current Working with Children's Check (mandatory)
- Current Police Check
- Current First Aid – HLTAID003
- Current Drivers' Licence

Experience

- Minimum of 2 years' experience in a similar role
- Work experience in the education sector (preferable)
- Experienced in safe manual handling practices
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Good problem-solving skills
- Strong leadership skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy, confidential and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community
- Excellent skills in relationship management and communication

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Director of School Operations. In its day-to-day duties, the role will be responsive to the needs of the School
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2010) and the National Employment Standards.
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs (including sports) and camps where necessary.



Position Description

• Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>