MAZENOD COLLEGE

ROLE DESCRIPTION

College Nurse

INTRODUCTION TO THE COLLEGE

Mazenod College was established in 1966 by the Oblates of Mary Immaculate, served through two Oblate Priests, Fr Dennis McCarthy OMI, and Fr Ian Mackintosh OMI. The Charism of St Eugene de Mazenod OMI inspired these pioneering Oblates to build a Catholic boys' school on 21 acres of bushland on the Darling Scarp in Lesmurdie, Western Australia. On the 14 February 1966, they welcomed the first Year 6 and Year 7 students to Mazenod College and the Boarding Residence was established in 1967, providing the vital opportunity of education to rural students.

Today, Mazenod College is a thriving community which continues to be guided and supported by an Oblate presence. and a commitment to providing a safe and nurturing, quality Catholic Education for boys. Celebrating its 60th Anniversary of the day school in 2026 and the 60th Anniversary of Boarding in 2027, over 900 students from Years 7-12 attend Mazenod College, with approximately 100 young men receiving their educational journey as members of our Boarding community. These students come from a wide range of rural and remote areas within Western Australia and beyond. The Mazenod College Boarding experience is a journey of growth, guided by the Charism of St Eugene de Mazenod and the Oblate tradition of community. The personal and spiritual care of each young man is a priority for all our Boarding students. In our Cebula Residential Community, a sense of a home away from home permeates every part of the Boarding life.

Mazenod College specialises in boys' education and offers an extensive range of learning opportunities both inside and outside of the classroom. We strive to offer a rich and holistic education for each boy. The College is equipped with a Chapel, spacious grounds and modern facilities that support a diverse range of interests and learning opportunities which support the holistic development of young men, grounded in faith. Mazenod College's aspiration is not to be one of the best schools *in* Western Australia, rather, one of the best schools *for* Western Australia.

Mazenod College challenges students to go to the margins, act with respect and dignity, approach life with courage and passion and develop their hearts so they can be men of compassion. St Eugene de Mazenod and the Oblates of Mary Immaculate call all our students to 'Come, learn who you are in the eyes of God.' Our young men are supported in their development to leave the College as well-rounded young men holding high aspirations, with a commitment to making a positive difference in the world.

Central to the life of Mazenod College is the strong partnership between families and the College. We recognise that parents and caregivers are the primary educators of their sons, and through open communication, mutual respect, and shared aspirations, we work together to support the growth, wellbeing, and success of each young man.

Staff play a vital role in this partnership, serving not only as educators but also as mentors, role models, and guides. Through their commitment, care and witness to the values of the Gospel and the Charism of St Eugene de Mazenod, they help shape young men of faith, character, compassion, and purpose.

A strong sense of community known as the 'Mazenod Spirit' provides a sense of pride for our Students, Staff, and our Old Boys alike.

ACCOUNTABILITY

Position Title: College Nurse
Accountable to: Deputy Principal | Student Culture & Director of Boarding
Responsible to: The Principal

THE ROLE

As a member of Mazenod College, it is expected that the College Nurse will represent the Vision and Mission of St Eugene de Mazenod and the Oblates of Mary Immaculate. They will support the vision for the College as a faith learning community which seeks to maintain the safety, welfare and dignity of each student, which encourages young men on their journey to 'come learn who they are in the eyes of God.'

As an integral member of the Pastoral Leadership Team, the College Nurse supports the health, and wellbeing of the College's Boarding and Day students with the provision of qualified health care. The College Nurse will oversee and respond to the care, medical needs, and welfare of all the students on a day-to -day basis.

As a key representative of Mazenod College, the College Nurse will exercise sound judgement, professionalism, confidentiality, empathy and respect in all interactions with students and families. They will possess and exercise a calm,

positive attitude when responding to health matters and when completing both the clinical and administrative responsibilities of the role.

The College Nurse supports the Mission, Values and Ethos of the College by fostering positive relationships with students and families, while ensuring the consistent and practical application of the College's Student Health procedures and the Safety and Medical Emergency process.

KEY RESPONSIBILITIES

1. CATHOLIC IDENTITY AND OBLATE MISSION

- Give active witness to the faith life of the Catholic Church
- Model and promote the Catholic faith, Gospel values, and the Oblate Charism throughout the life of the College
- Contribute positively to a child-safe, inclusive and supportive learning environment that is consistent with Catholic Education WA and the College's expectations
- Support the College's Mission through active participation in the College's initiatives as required

2. OPERATIONAL EXCELLENCE

- Manage the day-to-day operations of the College Health Centre and Boarding medical functions, ensuring a welcoming, efficient and responsive provision of care
- Deliver professional nursing, first aid and health care services to students who present with illness, injury and wellbeing concerns
- Administer prescribed and non-prescribed medications in accordance with the College's policies and medical requirements
- Support Boarding students through medication management, injury triage, health monitoring and Health Centre supervision
- Prepare medical documentation, First Aid kits and medication requirements for C amps, Excursions, Sporting events, Retreats, and other off-campus activities
- Maintain accurate Student Health records, Treatment records, Medical lists, Care Plans and Health Databases on College Management Systems
- Collect, analyse and report health, attendance, illness, and injury data to support decision-making and student wellbeing initiatives
- Liaise with key College staff to coordinate school-based immunisation and vaccination programs in partnership with relevant Health authorities
- Provide first aid and health support at College events, carnivals and activities as required

3. PEOPLE AND CULTURE

- Build and maintain positive and respectful relationships with students, parents and caregivers, Boarding families, staff and external health professionals
- Liaise with Heads of Year, College Leadership, Mental Health Practitioners and the Pastoral Leadership Team to support student wellbeing, and successful educational outcomes
- Maintain a welcoming, inclusive, and supportive environment that promotes the physical, emotional, and mental wellbeing of students
- Provide timely communications to parents and caregivers regarding student health concerns, care requirements, and treatment outcomes
- Foster a positive, collaborative, and high-performance culture aligned with the College's Vision and Mission

4. PROFESSIONAL PRACTICE

- Maintain current Registration, Qualifications, Certifications and Accreditation required to perform the role
- Engage in ongoing professional learning, and training to maintain contemporary Nursing and Health Care practices
- Develop, implement, and review induvial Student Health Plans and Action Plans for conditions including anaphylaxis, asthma, epilepsy, and diabetes and other medical conditions
- Refer students to Mental Health Practitioners, Allied Health Professionals, and Community Health Services as appropriate
- Promote Health Education and Wellbeing awareness through student, parent and caregivers and staff education programs
- Liaise with key College staff to ensure staff training in First Aid, CPR, Anaphylaxis Management, Asthma, Diabetes, and other health-related matters
- Maintain high standards of clinical practice, infection prevention, and quality care
- Demonstrate discretion, confidentiality, and sound judgement in all interactions and decision making
- Undertake other duties, within the scope of the role, as reasonably directed

5. STEWARDSHIP

- Order, monitor, and maintain medical supplies, medications, equipment and First Aid resources within approved budgets
- Ensure effective use and management of College health resources, medical supplies, and budgets
- Maintain accurate, secure and confidential Health records in accordance with privacy and record-keeping requirements
- Monitor expiry dates and appropriate storage of medications, medical equipment, and first aid supplies
- Support enrolment and transition processes by ensuring Student Medical information is accurately collected, recorded and communicated
- Assist families with health-related administrative requirements, including insurance documentation and medical information provision
- Provide health-related reports, statistics, and compliance information to the Pastoral and College Leadership Teams when required
- Foster productive partnerships with Community Health Providers, Public Health Agencies, and Immunisations Services

6. COMPLIANCE AND SAFETY

- Foster and strengthen life-giving relationships with students, families, Oblates, staff, Old Boys, Parish communities and all who share in the Mission of Mazenod College
- Maintain compliance with all relevant legislation, Nursing Standards, Infection Control requirements, and Catholic Education WA Policies and Procedures
- Ensure the College meets required standards relating to Asthma Friendly Schools, Nut Aware Schools, and other health-related compliance requirements
- Report and document incidents, injuries, accidents, and treatments in accordance with College procedures and statutory requirements
- Participate in Crisis Response, Emergency Management and Risk Mitigation activities across the College and Boarding environments
- Maintain First Aid kits, emergency medications and medical equipment to ensure compliance across the College
- Protect the privacy, dignity and confidentially of students, families and staff in all health-related matter

OTHER DUTIES

- Undertake any other duties or responsibilities as required by the Principal or delegate

KEY RELATIONSHIPS

The College Nurse has the following key relationships:

- Deputy Principal | Student Culture
- Principal
- Director of Boarding
- Pastoral Leadership Team
- Mental Health Practitioners
- Student Services Officer
- Teaching and Support Staff
- Students and Families

REMUNERATION AND TENURE

Remuneration: The remuneration for this position will be commensurate with qualifications, skills, and experience of the successful applicant; and in accordance with the WA Catholic Schools Support Staff Enterprise Agreement 2024

Employment Type: Ongoing

ESSENTIAL CRITERIA

The College Nurse will:

- Have a strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Mazenod College Community
- Current Registration with the Nursing Board of Western Australia
- Current Cardiopulmonary Resuscitation qualifications
- Demonstrated experience and performance in a similar or related role
- Excellent interpersonal, written and oral and communication skills
- Demonstrated experience in the effective use of ICT skills, including use of Microsoft applications
- Possess a high level of confidentiality in all College matters
- Demonstrate the ability to work under pressure, and flexibility to adapt when situations change with little notice

On appointment, the successful applicant will be required to:

- Provide | obtain a current WA Department of Education Criminal History Check, prior to commencement of employment
- Provide | maintain a current Working with Children Check (WWCC)
- Undergo Child Protection and Mandatory Reporting Training
- Undergo Staff Code of Conduct Training
- Acquire and /or maintain relevant Accreditation requirements to Work in a Catholic School
- Complete other Staff training modules as requested

DESIRABLE CRITERIA

The College Nurse will:

- Possess the ability to work in a highly organised manner, including adherence to deadlines
- Demonstrate experience in the education sector
- Demonstrate the ability to use initiative and have personal drive and a strong sense of professionalism
- Have flexibility to adjust working patterns by agreement, during peak periods