POSITION DESCRIPTION

LEAD SCHOOL NURSE

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website:

https://www.vcc.vic.edu.au/policies-and-publications

POSITION DETAILS

Lead School Nurse

Join the dedicated and compassionate team at Victory Christian College, where your clinical expertise and leadership will make a meaningful difference to the wellbeing of our students and staff. As Lead School Nurse, you will provide strategic and clinical leadership for student health services across the College, supporting our Epsom School Nurse and staff in the delivery of safe and effective health care practices.

Working closely with students, families, staff and external health professionals, you will provide guidance on complex health matters, contribute to emergency response and risk management processes, support staff training and student health education initiatives, and help ensure the College maintains high standards of student health care. Through your expertise and collaborative approach, you will play an important role in fostering a safe, supportive and caring school community.

DESIRABLE SKILLS & QUALIFICATIONS

- Tertiary qualification and demonstrated expertise in paediatric health, school health, community health, public health and/or primary health care.
- Proficiency and experience in clinical skills, capable of working independently as the primary healthcare provider within school settings.
- Experience in maintaining health records and policy compliance.
- Proficiency in administering medications to students and maintaining accurate records of medication distribution and administration.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current First Aid and CPR certification.
- Current Working with Children Check (employee).
- Current Victorian Drivers Licence.
- Certificates in 22578 Vic course in First Aid Management and 22579 Vic Course in Verifying the Correct Use of Adrenaline Auto-Injector Devices

DUTIES

Clinical Care

- Provide clinical leadership and support in the management of student and staff health needs.
- Lead the development and review of health management plans for students with complex or chronic health conditions and those returning to school following significant illness or injury.
- Oversee the College's management of asthma, anaphylaxis, diabetes and other significant medical conditions, including risk minimisation strategies.
- Provide clinical support and leadership during significant medical incidents and critical situations.

Leadership & Oversight

- Provide clinical guidance and mentoring to other staff involved in student health care.
- Support consistent First Aid and student health practices across all College campuses.
- Support staff in understanding and implementing student health management plans and medical advice.
- Ensure Child Safe principles are embedded within all health and wellbeing practices.

Compliance & Governance

- Maintain current knowledge of relevant health, first aid and education sector requirements and support College compliance.
- Oversee systems for managing student medical information, health management plans, medication records and emergency health procedures.
- Lead reviews of health documentation, medication management processes and emergency response procedures.

Training & Health Promotion

- Collaborate with teachers and wellbeing staff to support the delivery of age-appropriate health education programs for students, and contribute specialist health expertise where appropriate.
- Coordinate health-related education and training for staff.
- Provide advice and support to staff regarding student health needs and emergency response procedures.

Operational Management

- Coordinate the management of First Aid resources, equipment and supplies across the College.
- Lead health planning and risk management processes for camps, excursions and other College activities.

Communication & Collaboration

- Develop and maintain positive working relationships with students, families, staff, health practitioners and external agencies.
- Communicate health information clearly and sensitively to support student wellbeing and inclusion.
- Work collaboratively with the Student Wellbeing Team, Leadership Team and other relevant staff to support student care and wellbeing.
- Act as the primary clinical resource for health-related matters within the College.

Professional Conduct

- Maintain confidentiality and manage health information in accordance with privacy requirements and professional standards.
- Adhere to College policies, procedures and professional codes of conduct.
- Promote a positive, inclusive and Child Safe culture.
- Undertake other duties consistent with the position as directed by the Principal or their delegate.

REMUNERATION

Time Fraction: Full-time preferred. 8:30am-4:30pm Monday-Friday

Victory Christian College is a respondent to the *Educational Services (Schools) General Staff Award 2020* plus 12% Employer Superannuation contributions and other entitlements as listed under this Award. This salary is paid at 19% above Award rates. Staff may salary sacrifice additional Superannuation.

Award Classification: Level 7.1 (plus VCC 19%), Commencing Salary: $94,645.

Includes 5 weeks annual leave with option to buy-back an additional week.

COMMENCEMENT DATE

Monday 11th January 2027

APPLICATION PROCESS

1. Please submit the following via email (careers@vcc.vic.edu.au):
    - Letter of introduction
    - Current Curriculum Vitae
    - The email and telephone contact details of four referees (two professional, two personal)
    - Response to the following Key Selection Criteria
    - Signed Child Safety Code of Conduct Declaration
    - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: https://forms.gle/p1FCQiGizk5hNexQ7

KEY SELECTION CRITERIA

1. Demonstrated experience in school nursing or paediatric/adolescent health, including the management of complex student health needs and emergency health situations.
2. Demonstrated ability to provide clinical guidance and support that promotes safe and effective health care practices.
3. Demonstrated ability to build positive relationships and provide compassionate, professional support to students, families and staff.
4. Highly developed communication and interpersonal skills, with the ability to work effectively with a range of stakeholders.
5. Demonstrated ability to oversee health management processes, documentation and procedures to support compliance and best practice.
6. Demonstrated Christian Faith and maturity and a high level of commitment to the Christian ethos and values of Victory Christian College

APPLICATION SUBMISSION

Applications close **Monday 16th November, 2026 at 9.00am.**
Applications to be emailed to careers@vcc.vic.edu.au

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- Conditions of Employment
- Victory Christian College Statement of Faith