



## **POSITION DESCRIPTION**

### **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

### School Nurse

Join the dedicated and compassionate team at Victory Christian College, where your clinical expertise and caring nature will help support the wellbeing of our students and staff. This dynamic role blends hands-on nursing care with clear communication and efficient record-keeping, contributing to a safe and nurturing environment shaped by the College's ethos and Statement of Faith. As part of our community, you'll work closely with supportive leaders while providing first aid, managing student health needs and supporting health-related processes across the College.

### 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

- Deliver primary and emergency first aid and oversee health management for unwell or injured students and staff.
- Develop and execute health management plans for students with chronic health conditions and those returning to school after illness or injury.
- Manage the care of students at risk of Asthma and Anaphylaxis.
- Assist in planning student health management for camps, excursions, and international trips.
- Deliver primary and emergency first aid and oversee health management for unwell or injured students or staff.
- Coordination of staff education and health promotion programs, including ensuring staff maintain First Aid qualifications, collaborating with external providers, and confirming staff credentials.
- Maintain the College's database of student medical conditions, assisting staff with information on student health.
- Procure and maintain supplies for the First Aid rooms and First Aid training requirements.
- Stay informed about Department of Education First Aid guidelines and ensure College compliance.
- Manage and update student photo medical alerts.
- Assist in the development and revision of relevant policies.
- Actively participate in emergency response procedures, including arranging transportation to the hospital or medical services for students.
- Attend major College sporting and student events where First Aid may be necessary.
- Maintain strict confidentiality in all matters.
- Communicate effectively and empathetically with students, staff, parents/guardians, and external agencies.
- Share information with members of the Student Wellbeing Team and the Leadership Team.
- Adhere to College Policies and Codes of Conduct.
- Implement strategies that foster a positive and Child Safe learning environment.
- Perform other tasks as instructed by the Principal or Management.

## REMUNERATION

Time Fraction: Full-time. 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. **Support staff salaries are paid at 10% above Award rates.** Staff may salary sacrifice additional Superannuation.

Award Classification: Level 6, Commencing Salary: \$75,000 - \$90,000. Includes 5 weeks annual leave.

## COMMENCEMENT DATE

As negotiated.

## APPLICATION PROCESS

1. Please submit the following via email ([careers@vcc.vic.edu.au](mailto:careers@vcc.vic.edu.au)):
  - o Letter of introduction
  - o Current Curriculum Vitae
  - o The email and telephone contact details of four referees (two professional, two personal)
  - o Response to the following Key Selection Criteria
  - o Signed [Child Safety Code of Conduct Declaration](#)
  - o Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: <https://forms.gle/hTcjX8bEHeoYF31VA>

## KEY SELECTION CRITERIA

1. Demonstrated proficiency in delivering health care services to children/young people, encompassing clinical nursing, first aid, and health education.
2. Demonstrated ability to show compassion and empathy, fostering genuine connection and relationships whilst providing comfort, care and support in a professional and respectful manner.
3. High-level communication and interpersonal skills which foster positive relationships with students, parents, and staff.
4. Evidence of participation in ongoing nursing and interdisciplinary educational activities.
5. Demonstrated proficiency in computer literacy skills encompassing a variety of applications, coupled with expertise and experience in efficiently carrying out administrative responsibilities.
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 16<sup>th</sup> February, 2026 at 9.00am.**

Applications to be emailed to [careers@vcc.vic.edu.au](mailto: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](#)