

**School Nurse**

**Fixed Term, Term Time Only**

Pakuranga College is seeking to employ a School Nurse to assist in our busy Health Centre.

This is a fixed term position for 20 hours per week during Secondary term time only. The hours of work are 5 days per week from 10.30am to 2.30pm.

Conditions of employment are in accordance with the Support Staff in Schools Collective Agreement and this position has been graded as Grade C and the hourly rate will be based on experience.

Please note: We do not have a DHB contract and therefore do not use the MECA rates.

The position will include tasks such as:

* Ensuring the Health Centre is a welcoming safe space for Students
* Assessing all students and staff who require medical treatment, making referrals where required
* Monitor and administering medication and health plans
* Promoting all available health services, liaising as required
* Reviewing new students health records to identify health needs
* Identify and refer any at risk Students
* Assist students to make responsible decisions regarding their own health
* Assist with medical emergencies
* Maintain and update register of all Health Centre visits
* Provide updates to the Pastoral Care team
* Update, maintain and replenish first aid kits

The successful applicant will have:

* A current practicing certificate
* Empathy, tolerance and diplomacy
* The ability to remain calm and in control
* A proven history of working with young people
* Attention to detail
* The ability to work both independently and as a team
* Strong communication and interpersonal skills – verbal and written
* Excellent computer skills
* A can-do attitude
* The ability to maintain confidentiality per College policies, procedures & MoE guidelines

You must be eligible to work in New Zealand to apply for this position. Appointment is subject to a satisfactory police vet.

Please apply in writing including a cover letter, CV, application guidelines (available on our website) and at least two referees to:

Carol Stephenson

Executive Officer

[cstephenson@pakuranga.school.nz](mailto:cstephenson@pakuranga.school.nz)

Applications close at 5pm on 3 June 2021