



Health Centre Nurse

Title	Health Centre Nurse
Classification	Education Support Officer - Casual
Appointment Type	Casual
Date Reviewed	August 2025

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Overarching principal that determines Health and wellbeing issues at Whitefriars College is the notion of "Almae in Fide Parentis" (In the Care of a Loving Mother).

The Health Centre Nurse is responsible for the delivery of high quality first aid care to all students and staff. They are also expected to promote the health and wellbeing of students and staff at Whitefriars College.

The Health Centre will initiate and support First Aid education within the College highlighting preventative measures.

The Health Centre Nurse will be responsible to the Health Centre Nurse Manager, the Deputy Principal - Students, and ultimately, the Principal of Whitefriars College.

Key Responsibilities

- To provide ongoing first point of health care in a professional manner within the relevant scope of practice.
- To assist in the education of students and staff in matters of injury treatment and prevention.
- To assist in the formulation of College policy in relation to injury and illness.
- To help develop and monitor student records and health care profiles (in relation to major medical conditions) to assist in their education and preventative care.

Specific Responsibilities

Providing Triage and First Aid Care

- Liaise with and inform Health Centre Nurse Manager, teachers, parents, House Leaders and Reception if necessary.
- Provide first aid and basic health care for Staff and Students.
- Assist with student Immunisation Programs.
- Assist with medication management for students who have medication kept on campus.
- Maintenance of Health Centre equipment and supplies.

Assist with management of the Health Centre

- Assist with the maintenance of student medical records.
- Assisting parents and staff in managing and understanding children with a chronic illness.
- Liaising with relevant Pastoral Care Teachers and College Counsellors regarding pastoral concerns of students.
- Maintain and stock Health Centre.
- Maintain resuscitation equipment.
- Maintain stock, distribute and recover all first aid kits.
- Anaphylaxis/Allergy/Chronic illness management.

Promote and Monitor educational Health initiatives within the College

- Assist with immunisation programs, including staff influenza vaccinations.
- Assist with the provision of training for staff in CPR, Anaphylaxis, Asthma and provide first aid as required.

Be a member of Whitefriars College Staff and its commitment.

- Attend school activities as required including Camps, Carnivals, Open Days, etc. as requested
- Attend meetings relevant to the role of Whitefriars College Health Centre Nurse
- Attend Professional Learning on health-related issues such as Asthma, Diabetes, Epilepsy, Food allergies and Mental Health as approved by the Director – Learning Culture

Other duties as requested by the Health Centre Nurse Manager or Administration Manager.

Selection Criteria

- Registered Nurse - Division 1
- Competencies in:
 - HLTAID011 – Provide First Aid
 - HLTAID014 – Provide Advanced First Aid
 - HLTAID0015 – Provide Advanced Resuscitation
 - 22578VIC – First Aid Management in Anaphylaxis or 10710NAT – Allergy and Anaphylaxis Awareness
 - 22556VIC – Management of Asthma Risks and Emergencies in the Workspace
 - HLTAID009 Yearly CPR updates.
- Familiarity with Synergetic database would be an advantage.
- A Certificate in the following would be beneficial:
 - HLTAID008/HLTAID016 – Manage First Aid Services and Resources
 - 22579VIC - Course in Verifying the Correct Use of Adrenaline Autoinjector Devices

Terms and Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).



Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to employment@whitefriars.vic.edu.au no later than 5.00pm on Thursday, 2 October 2025

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.