

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	School Nurse	Reference: 190301
Function/Department	School Nurse	Location: Hong Kong
Manager Title	Head of School & Health and Safety Manager Asia	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- To provide medical support for all activities conducted at the School.
To ensure a safe and healthy environment for all students, teachers, staff and visitors to the premises through attendance to school safety concerns, allergy and disease control, medical records and maintenance, first aid and emergency procedures.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Nursing

- Provide a service of Health & First Aid (H&FA) in an educational institution in an international environment
- Maintain standards of best practice in the delivery of H&FA
- Maintain all H&FA areas as safe and functional including restocking First Aid kits for on and off site needs
- Maintain a confidential environment
- Assess and treat all illness and accidents
- Refer to outside medical services as warranted
- Provide first-line counselling
- Identify and refer 'Students at risk' to the Head of School
- Safely secure and administer medications
- Assess students with special health needs and be aware of those at risk of requiring emergency care
- Act as a resource person to all staff members, students and parents.
- Assist and deliver health promotion and health education to staff, students or parent. Actively promote Healthy Lifestyles issues.
- Assist with student accountability by notifying teachers of students needing sick leave.

- Ensure compliance with procedures, protocols, and other instructions provided by the Health Department and the Education Bureau
- Carrying out other duties and tasks as reasonably delegated by the School Management

Administration

- Contribute to an effective data base and communication between H&FA areas and nurses
- Keep detailed records of service by monitoring student visits
- Maintain professional development including First Aid and CPR skills
- Maintain security of records and equipment
- Monitor illnesses, incidences and accidents; and assess and report hazards to the Health and Safety Manager Asia
- Manage and renew the Insurances for school

Position Requirements

- Registered Nurse
- Experience working as Registered Nurse Paediatric in school environment preferred
- Excellent communication skills in English (written & spoken)
- Ability to deliver high quality, timely nursing care to all individuals on campus
- Understanding of Government requirements and regulations on medical health and safety in schools

Qualifications

- Minimum Bachelor's Degree in Nursing

Contacts

- Other School Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- School Environment
- Working hours are between 7am to 6.00pm, Monday to Friday, plus occasional staff meetings and trainings and weekends, School activities out of hours and school field trips
- School holidays are paid and free except staff days and training days and preparation for new academic year (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Referee Check: Required
- Background Check: Required

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