



Title of Position: College Nurse / Office Assistant

Type of Appointment: Permanent Part time (Monday, Tuesday, Wednesday) Term Time

1. Conditions

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture which promotes thinking, deep understandings and creativity based on the Harvard Teaching For Understanding framework.

When combined with unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalized approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole of school approach as they lead learning in the Foundation Years (Kindergarten-Year 2), Junior Primary Years (Years 3-5), Middle Years (Years 6-9) and the Senior Years (Years 10-12).

Salary and related conditions are as per the Queensland Lutheran Schools Enterprise Agreement 2016.

2. Role Description

The person is expected to:

2.1 Oversee and implement the College's Workplace Health and Safety requirements in regard to medical matters including the oversight of sick bay and first aid procedures.

2.2 Provide administrative assistance including the production of documents and data entry for staff of the College.

2.3 Develop positive partnerships and demonstrate a professional approach and a high level of skill in interacting with students, parents and staff. The person will need to actively support the Christian ethos of the college.

3. Selection Criteria

SC1. Demonstrated skills that reflect the ability to support the Christian ethos of the College.

SC2. Demonstrated ability to oversee and implement the College's Workplace Health and Safety requirements in regard to medical matters including the oversight of sick bay and first aid procedures.

SC3. Knowledge and demonstrated skills of current educational office practice including computer related skills will be expected.

SC4. Demonstrated professional skills that foster effective partnerships with students, parents, staff and members of the wider community, including confidentiality.

SC5. Demonstrated levels of confidence, flexibility and teamwork required to work effectively in the administration area of a K-12 college.

4. Knowledge and Qualifications

1. Qualified as a Registered Nurse.

2. Have a Senior First Aid Certificate or its equivalent.

3. A high level of knowledge/skills in the use of Microsoft Word, Excel, Publisher, and Outlook would be expected.

4. Office experience in a school context would be advantageous.

Please feel free to contact the Principal in relation to any queries regarding your application.

Applicants should address the selection criteria and forward their application to the Principal, Dr Bronwyn Dolling, Pacific Lutheran College, PO Box 992, Caloundra 4551 or by email to admin@pacluth.qld.edu.au by 22nd June 2018 at noon.