



Vienna International School

Job Description

Job Title: School Nurse (part-time)

Responsible to: School Doctor

Admin Salary Scale: E

% of Employment: 51,95% / 20 hours per week
(45,72 % payment due to increased holiday entitlement of 55 days)

Job Summary: The School Nurse is expected to work closely with the school doctor, the other school nurse(s) and other relevant school personnel to create a learning environment that meets the physical, mental and emotional needs of students. The primary responsibility is to provide nursing care and health counselling to students and parents and to assist the school doctor in carrying out the Austrian Health Requirements in the school.

| Personnel Specification | Essential | Desirable |
|---|--|--|
| Minimum Qualifications | <ul style="list-style-type: none"> - First Class Diploma of Registered Nurse in Austria or recognized equivalent in Austria | <ul style="list-style-type: none"> - Knowledge of Austrian Health System - Specialized training in paediatrics |
| Professional Experience | <ul style="list-style-type: none"> - At least 2 years relevant working experience - Experience in treating chronic diseases of children (e.g. diabetics) | |
| Professional Understanding and Knowledge | <ul style="list-style-type: none"> - Ability to work in an educational environment - Good general IT literacy (MS office, databases) - Fluency in English and German | <ul style="list-style-type: none"> - Interest and knowledge in nutrition |
| Professional Competencies | <ul style="list-style-type: none"> - Very good organizational skills and structured working - Proactive and independent approach to work - Strong communication and positive interaction skills required in an international environment - Flexibility and team spirit | <ul style="list-style-type: none"> - intercultural competence |
| Beliefs and Values | <ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Justice - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners | |



KEY RESPONSIBILITY AREAS

The School Nurse is expected to:

- Attend to all accidents and illnesses which occur during her duty with follow-up/referral
- To refer students for medical treatment when required with necessary documentation
- To keep accurate records of all incidents and make these records available to the Medical Team
- To maintain all Sports and Trip First Aid Kits that are issued to Travel Activities and follow-up when not returned
- Maintaining the medical office and equipment (cleansing, refilling, expiration date checks, etc)
- To collate and file hard copies of medical records
- To work collaboratively with all staff providing health services (school doctor, day school nurse, Health and Safety officer, Safety Coordinator) for students and staff
- Updating and administering electronic records
- Participation in health related meetings (e.g. Catering Committee Meeting) if requested
- To provide information/assistance to the School Doctor and School Nurse
- Cover for the day school nurse, when possible
- To be in attendance, as requested and if available, at campus sports event

General

The School Nurse is expected to:

- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Director within the scope of responsibilities as School Nurse.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development