



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

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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: AUG2023NURSE
Function/Department	Nurses	Location: Stamford Woodleigh Campus
Manager Title	Head Nurse	
Position Type	Permanent	
Position Status	Full Time	

Position Objectives

- To provide medical support for all activities conducted by 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 persons for whom they are responsible, or with whom they comes into contact will be to adhered 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, they must report any concerns to the School’s Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager 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 relevant parties
- 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 parents. Actively promote Healthy Lifestyles issues.
- Assist with student accountability by notifying teachers of students needing sick leave.



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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
- Assist in monitoring of illnesses, incidences and accidents; and assess and report hazards

Position Requirements

- Working experience as Registered Nurse Paediatric in school environment is preferred
- Excellent communication skills in English (written & spoken)
- Ability to deliver high quality, timely nursing care to all individuals on campus
- Maintaining confidentiality
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Minimum Bachelor's Degree in Nursing
- Registered Nurse with Singapore Nursing Board

Contacts

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

Working Conditions

- School Environment
- 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

- Working hours: Shift work 8 hours between 7.30am to 6pm, Monday to Friday, plus occasional staff meetings and trainings and weekends
- School Holiday Scheme
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly



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subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

We regret that only shortlisted candidates will be notified.