

**ST PETER'S PRIMARY SCHOOL**  
**SCHOOL NURSE**  
**Part-Time Temporary Cotntract**  
**Immediate – 31 December 2026**  
**Vacancy Number: 32615**

St Peter's Primary School is a triple stream co-educational primary school located in the Inglewood/Bedford area, about six kilometres north of the CBD. The school has an enrolment of over 750 students, from Pre Kindy to Year Six.

We are seeking a School Nurse to provide a primary health care service to children and their families encompassing a range of activities directed towards health promotion and prevention of illness and injury, the provision of information, early identification and early intervention for identified health.

This is a 25 hour part-time position between 9am - 2pm each day within the school term.

**SELECTION CRITERIA**

**Essential**

- provides primary health care to students, staff and visitors appropriate to their needs and the situation;
- assesses, triage and treats injuries and acute illness for staff and students within the scope of professional nursing practice and communicates with key staff, parents and community members;
- administers medications as per parental consent and school policy;
- liaises with parents/guardians, family, teachers and the leadership team as necessary about the health needs of students whilst providing support and advice to parents, caregivers and staff;
- maintains Emergency Action Plans. Health Care Plans and medications, ensuring medications are available for excursions and off site activities and facilitates that plans are updated on an annual basis;
- documents and reports major incidents and injuries;
- manages the First Aid Room, including ordering, maintaining and checking expiry dates of medications, supplies and First Aid kits;
- Restocks and organises the duty bags at the beginning of each year, replenishing all necessary supplies;
- Maintains first aid kits and provides medical first aid kits for camps, excursions and school needs;
- supports children with medical needs;
- organises and assists with staff education in first aid and equipment use;
- organises parent and staff workshops as required;
- manages care of students with special medical needs;
- provides health education and promotion for students, parents and staff;
- collects and collates statistics related to sick bay attendance, illness and injury; and
- advises and provides information for parents and staff on health issues including communicable disease control and advising on school health policies;
- attends Professional Development courses when applicable, including mandatory reporting training.

**QUALIFICATIONS REQUIRED**

- Registered Nursing qualifications
- Current Working With Children
- Current Police Clearance

**APPLICATION REQUIREMENTS**

Applicants to submit one page cover letter and Resume, including details of three referees (including current employer, if applicable). Please submit applications via email to [stpeters@cewa.edu.au](mailto:stpeters@cewa.edu.au) with subject heading of School Nurse by 12 noon on Monday, 16 February.

All employees of Catholic Education Western Australia are required to support the Catholic ethos in the performance of their duties. Catholic Education Western Australia also encourages applications from people of all cultural backgrounds, First Nations people, and individuals with disabilities or medical conditions who meet the requirements of the position. To be eligible to apply, you must be legally permitted to work in Australia.

In applying for this position, you will be providing personal information to the School. This information will be used in order to assess your application for employment.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education [website](#).

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post [website](#). An application for a WWC must be made in person.