



JOB DESCRIPTION

LOCATION	Renaissance International School, Saigon
JOB TITLE	Senior Nurse
JOB PURPOSE	<p>The Senior Nurse is to develop and maintain a comprehensive school health services program, following the guidelines of local authorities;</p> <p>to provide direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations;</p> <p>to provide emergency first aid and assessment of all work and non-work related medical issues on campus;</p> <p>to help promote a safe and healthy school environment.</p>
REPORTING TO	Office Manager, Head of School
OTHER RELATIONSHIPS	Students, Teaching Faculty, families (current or prospective)
PACKAGE	To be discussed at interview
SAFER RECRUITMENT PRACTICES	<p>Renaissance International School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Where possible, interviews will be conducted in person, and they will explore candidates' suitability to work with children.</p> <p>All staff are required to manage effective personal development as part of the school's commitment to invest in staff as the key resource in the organisation.</p> <ul style="list-style-type: none"> • Each individual must ensure that they meet their statutory responsibilities and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. • Hold a current Criminal Background Check or International Police Check or equivalent for the country the applicant is coming from and your home country. • Any other appropriate duties as allocated by the Head of Section and/or Head of School
MISSION STATEMENT	<p>School Mission: As a student-centred, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive, and challenging environment.</p> <ul style="list-style-type: none"> • Exceptional Experiences: It is our belief that children only have but a short period in education. We seek to make the most of this time. All that we do for students, parents and faculty is designed to deliver exceptional experiences that provide true meaning and fulfillment, professionally and educationally. • Outstanding Educators: We celebrate diverse cultures and promote global citizenship, fostering a respectful and inclusive environment. We equally recognise the need for educators to display excellence in their teaching and learning practice. • First Class Facilities: The school is committed to constant refurbishment and enhancement of facilities to provide a safe and exciting environment, most conducive to students' development. • Unparalleled Service: We believe that all stakeholders deserve to receive levels of service that makes them proud to belong to the Renaissance International School community. Empathy and attention to detail are hallmarks of this commitment to service quality.

Develops and maintains a comprehensive school health services program for students and staff, following the guidelines of local authorities etc

- Plans and implements school health management protocols and procedures, for both routine and emergency situations;
- Promotes and communicates health precautions through regular school publications and special announcements;
- Provides up-to-date information for use of school staff on such subjects as the growth and development pattern of children, first aid practice, accident prevention, communicable disease regulations, healthy habits and assists in evaluating the content material used for health teaching and offer assistance in providing sources of information;
- Oversees nursing services signage and information posters, ensuring they are in place and in good condition;
- Develops health plans for students with chronic illnesses, conditions and disabilities, as appropriate;
- Ensures that reports required by local authorities and School Leadership Team are properly prepared and forwarded;
- Issues a monthly report, highlighting the illness or accident tendency, if any, on the school information management system;
- Detects and reports H&S related issues to Office Manager.

Provides direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations

- Provides basic healthcare to students in case of injury or acute illness;
- Administers medication, take temperatures, bandage wounds, and carry out other healthcare procedures;
- Reports illnesses and accidents to parents/teachers properly, according to the policy in a timely manner;
- Maintains comprehensive health records on each child and records of nursing services;
- Informs teachers of health conditions of students which may affect behavior, appearance or scholastic performance;
- Oversee the students’ medical history, ensuring all information is up-to-date, safeguard and communicate the information to relevant staff;
- Carries out policies and procedures for the control of communicable diseases, in collaboration with Office Support and Security Personnel;
- Oversees the purchase of accident insurance for all students, promote and coordinate the purchase of health insurance for Vietnamese students.

Promotes a safe and healthy school environment

- Conducts kitchen safety check monthly and oversee daily food samples. Take actions when there is any suspicious or reported food contamination case in a sensible and timely manner, including investigating all suspicious related cases, having food samples tested, reporting to SLT before making any conclusions;
- Plans for first aid services and instructs personnel responsible for giving first aid;
- Arranges for or teaches in-service programs for school staff in others emergency care procedures and current health issues;
- Promotes good safety practices, both within and outside of school buildings, serving as a member of Health and Safety Committee, if asked to do so;
- Engage in relevant professional development as required;
- Plans with Office Manager for the environmental needs of the school and advises school of any environmental adjustments necessary to meet the safety and health needs of the school community;
- Maintains accurate and useful student medical records and procedural plans, as required, using school wide software;
- Maintains critical emergency information and procedural plans for any student or faculty member, as required;
- Ensures, in line with Office Manager direction, that all H&S Boards contain up-to-date and relevant information, policies and procedures;
- Keeps up-to-date knowledge around wellbeing and positive health and associated behaviours to inform parents faculty and students, as required.

Manages Clinic Resources

- Oversees and monitors Medical Services budget;
- Oversees Medical Clinic inventory of equipment and supplies (medicines, first aid kits, stationaries...), ensuring correct procedures are met.
- Any other tasks reasonably assigned by Office Manager.

Desired Qualifications and Experience

Experience / Knowledge

• Bachelor’s degree (or equivalent) in nursing or related field (International recognized nursing qualification)	Essential
• Basic lifesaving skill certification (CPR, Use of AED, choking and obstructions etc)	Highly Desirable
• Trained First Aid First Responder	Highly Desirable

Skills	
• Excellent organizational skills and ability to multitask	Essential
• Ability to assess situations, Ability to think critically under pressure and act quickly	Essential
• Strong interpersonal communication skills	Essential
• Passion for working with students	Essential
• Knowledge of international medical standards and local health regulations	Highly Desirable
• Patience with students and excellent listening skills	Essential
• Well-versed in many areas of healthcare, including mental health	Essential
Qualities specific to a dual-language school	
• Fluency in written and oral English	Highly Desirable
Personal Attributes	
• High levels of personal integrity	Essential
• Good organisational and time-management skills	Essential
• Ability to work under pressure and remain calm	Essential
• Positive, empathic attitude	Essential
• Good understanding of parent expectations and high-quality service	Essential
• A growth mindset	Essential
• Be energetic and prepared to go the extra mile in shaping the school's future	Essential

January 2024