



# St Mary's

DIOCESAN SCHOOL  
FOR GIRLS

# ST MARY'S DSG

*"If she believes in herself...she will fly"*

Established in 1879, St Mary's Diocesan School for Girls is an independent Anglican School situated in Hillcrest Pretoria. The School prides itself on achieving a balance between the spiritual, moral, academic, cultural and physical development of its learners and enjoys an excellent reputation, nationally and internationally. We provide a caring, unique and dynamic educational environment for day scholars from Grade 0 to Grade 12 and boarders from Grade 5 to Grade 12.

St Mary's Diocesan School for Girls in Pretoria is inviting applications for the following position available in 2021:

## **SCHOOL NURSING SISTER**

The qualified and experienced Nursing Sister who will work with, Grade 0 – 12 girls and Boarders, and manage our school Sanatorium, can expect to deal with regular ailments; work in association with parents and service providers, doctors, hospitals and local clinics; and manage and dispense required medication. The Nursing Sister will also assess, treat and refer all pupils with acute or chronic conditions and injuries as governed by the SA Nursing Council.

We are looking for a supportive and caring person:

### Duties and Responsibilities

- Responsible for the management of school Sanatorium, and care of all students and staff passing through ;
- Responsible for all duties as required of a School and Boarding House Nursing Sister;
- Maintain and develop the high standard of student care;
- Process, submit and follow up on staff IODs
- Assess, treat and manage pupils with acute conditions or injuries and refer to a Doctor (in consultation with parents) if needed
- Manage pupils with chronic health problems such as asthma, epilepsy allergies, diabetes etc.
- Assess pupils with emotional problems and refer to the School Counselor where necessary.
- Manage pupils with communicable diseases (health screenings as required)
- Maintain a log of daily medications given to each pupil.
- Administer prescription medication
- Keep controlled substances secured under lock and key.
- Order and control stock levels of medication
- Update and maintain health records and confidential files of pupils
- Ensure an emergency plan is updated and in place

- Communicate emotional concerns, illness and appointments of pupils to the School Counselor, Boarding Manager, Parents or Core Group as required
- Health education and planning
- Keep certification of staff and pupils updated
- Organize First Aid Courses for staff and pupils
- Provide first aid kits
- Facilitate First Aid and provide a trained First Aid Team for all sporting events involving the St Mary's DSG teams.

#### Qualifications/special skills

- Diploma in General Nursing;
- Level 3 first Aid;
- Registered with the South African Nursing Council
- Registered with DENSO
- Dispensing licence essential
- Proven experience.

#### Functional Competencies

- Be compassionate and caring;
- Strong organizational, administrative and time management skills;
- Excellent communication, presentation and interpersonal skills;
- Ability to work independently and a willingness to contribute to a dynamic team;
- Ability to build healthy relationships with staff, students and parents;
- Willing to contribute to the wider life at the School, with the ability, skills and experience to become actively involved in the School's co-curricular activities;
- Willing to support, promote and work within the Anglican ethos of the School.

St Mary's Diocesan School for Girls is an Equal Opportunity Employer and is committed to equality, employment equity and diversity. We encourage applicants from the previously disadvantaged groups and people with disabilities, to apply.

Please clearly mark the position you are applying for and forward your CV to [recruitment@stmarys.pta.school.za](mailto:recruitment@stmarys.pta.school.za). No application will be considered after the closing date. St Mary's Diocesan School for Girls reserves the right not to fill the advertised positions. Only short-listed candidates will be contacted. If you had not heard from us in 2 weeks, your application will have been unsuccessful. An application in itself does not guarantee an interview.

**Closing Date: 30 April 2021**

*Contact Us:*

*Physical Address: 186 Duxbury Road, Hillcrest, Pretoria*

*Tel: 012 366 0500*