



PRETORIA HIGH SCHOOL FOR GIRLS (School Governing Body Post)

SCHOOL NURSE

An experienced and trained School Nurse is invited to apply for the abovementioned position available from **5 May 2017**

Duties:

- Provide high quality care for learners and staff within the school environment
- Organise and maintain files
- Order and maintain medical supplies for the School, Sports Clinics and all first aid kits located in the school as required
- Coordinate all First aid training for learners and staff
- Manage and coordinate duties for the First Aiders
- Attend all Sports and Health and Safety meetings as required
- Ensure compliance with the Health and Safety regulations
- Administration of WCA
- Manage School clinic budget

Qualities and skills:

- Minimum of 3 years experience serving in a school environment will be valuable
- Necessary nursing qualifications
- Trained in emergency medical response
- Ability to remain calm and communicate in an effective and concise manner
- Detail-oriented and motivated worker
- Knowledge of Workman's Compensation Act and administration
- Ability to handle confidential matters with tact
- Ability to build positive working relationship with staff, learners and the parents
- High energy levels
- Must be able to work late afternoons and some weekends.

Applicants must submit their CV, with proof of qualifications and experience, as well as 2 recent contactable references to: tzulu@phsg.org.za and/or

- Fax: 012 342 1955 or hand delivered to Pretoria High School for Girls, 949 Park Street, Arcadia, Pretoria.

Closing date for application: Monday, 24 April 2017 at 15:00

No late applications will be considered.

Should you not receive correspondence from us by **5 May 2017**, please accept that your application was unsuccessful.

NB: The School Governing Body reserves the right not to make an appointment.