



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

SCHOOL NURSE

1. POSITION OBJECTIVE

The School Nurse safeguards the health and wellbeing of students and staff to enable the school community to learn, work, and thrive in a safe and supportive environment by delivering health promotion programmes, providing medical treatment, monitoring health conditions, maintaining health documentation, procuring medical supplies, and facilitating referrals to external providers.

2. KEY ACCOUNTABILITIES

Medical Treatment: Provides timely and appropriate medical treatment to students and staff experiencing illness or injury while maintaining a clean, safe, and sanitary environment to protect their health and well-being during the school day. This entails administering first aid, emergency care, and prescribed medications according to medical orders, performing health screenings, managing chronic conditions, and ensuring care follows established health protocols and safety standards.

Health Monitoring: Monitors the health and wellbeing of students and staff to promote a safe and healthy learning environment by overseeing chronic conditions and medication administration, managing communicable diseases, conducting health screenings, observing students for physical, emotional, and behavioural concerns, and collaborating with staff, families, and healthcare providers in adherence to health policies.

Documentation: Maintains accurate and timely health records including medication administration, treatments, screenings, and incidents of illness or injury across electronic and paper systems to ensure continuity of care, support decision-making, and facilitate effective communication among healthcare providers, parents, and staff in compliance with legal, school, and confidentiality requirements.

Health Communication, Coordination and Referral: Facilitates clear, confidential communication among students, parents, school staff, and healthcare providers to support coordinated care, early intervention, and informed health decisions that promote student well-being. This involves identifying students requiring medical, dental, mental health, or social services and coordinating timely referrals and follow-up with families, school-based professionals, and external providers to ensure comprehensive and continuous care.

Health Promotion: Plans and promotes, together with school administrators, a long-term school health programme addressing hygiene, nutrition, physical activity, mental health, and disease prevention to foster lifelong healthy habits and enable the school community to learn and thrive. This is achieved through health education programmes on self-care and health management via health fairs, outreach programmes, lectures, demonstrations, OSHA and cafeteria meetings, and providing health advice when needed.

Procurement: Identifies and acquires medical supplies, equipment, and medications to ensure the Nurse's Station is adequately stocked and prepared to provide safe and effective care. This is achieved through a selected vendor by purchasing and replenishing supplies, maintaining adequate inventory, ensuring materials meet safety and quality standards, and managing proper storage, labelling, and disposal and works within budgetary and regulatory guidelines

3. THE CANDIDATE

Education & Experience

- ❖ Associate Degree or Bachelor's Degree in Nursing from a recognised tertiary institution.
- ❖ Registered Nurse license with the Nursing Council of Trinidad and Tobago
- ❖ CPR and First Aid Certified
- ❖ Minimum 5 years of experience as a Registered Nurse
- ❖ Experience in Counselling, Mental Health and Community Nursing

Knowledge

- ❖ Nursing protocols and procedures, adolescent development and psychology, mental health conditions and treatments

Skills

- ❖ Patient assessment, professionalism, time management, professional interaction with adolescents proficiency in Microsoft Office applications

Abilities

- ❖ Excellent analytical, problem-solving, and organizational skills.
- ❖ High level of accuracy and attention to detail.
- ❖ Ability to maintain confidentiality and exercise discretion.
- ❖ Ability to manage multiple priorities and meet strict deadlines.
- ❖ Ability to work independently and collaboratively in a team environment.

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – October 16, 2026