



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



上海浦东新区民办惠立幼儿园
HUILI NURSERY SHANGHAI

POSITION: Nursery Nurse

ABOUT US

At Huili Nursery Shanghai, we appreciate that every child is a unique and able learner from birth. The heart of our vision is to ensure that Huili Nursery Shanghai is the leading and most inspirational early years' education provider in Shanghai. It is our desire to afford every child the opportunity of growth and fulfilment in a setting which imbues the Huili identity: Inspiring, Individual, Independent, Inclusive, Intellectual and Huili values: Kindness, Courage, Integrity, Respect and Responsibility.

As an institution, Huili Nursery Shanghai represents a marriage of traditional values and evidence-based practice from the UK and China. We know that excellent early years' education provides children with an increased chance of success in school and later in life, thereby contributing to creating a society where opportunities are abundant. To this end, we are seeking a team of motivated, dynamic, and forward-thinking professionals who will add something special to this exceptional early years' setting.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Team Lead will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

| Basic Information | | | |
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| JOB TITLE | Nursery Nurse | DEPARTMENT | Clinic |
| LOCATION | Shanghai | POSITION TYPE | Full-time |
| SUPERVISOR | Head of Nurse / Deputy Bursar | | |
| ANNUAL LEAVES | 20 days | | |
| OBJECTIVES | Huili Nursery Shanghai is seeking an experienced nursery nurse to provide support to provide a clinically effective, high-quality service of nursing and pastoral care to pupils and first aid care to all members of the nursery community. | | |

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上海市浦东新区桐晚路 215 号, 邮编 200126 | 215 Tongwan Road, Pudong, Shanghai, 200126, P.R. China

+86 21 3158 0008 | www.huilieducation.cn/shanghai-nursery



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| | Handle precaution and education of common diseases, frequently-occurring diseases, seasonal diseases; prepare documents as required and cooperate with inspections by the disease control departments. |
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KEY RESPONSIBILITIES:

Nursing:

- Provide necessary first aid and emergency care treatment.
- Maintain stock of all nursery first aid kits.
- Follow good practice and specific directives on immunisation procedures relevant to the nursery population and individuals.
- Follow procedures for the safe disposal of clinical waste.
- Providing patient care to injured or sick pupils or teachers with standard of nursing practice.
- Observing and documenting pupils' health history which orients the treatments to pupils especially when emergency happened.
- Keeping accurate records of nursing observations and care.
- Infectious diseases prevention and control.
- Regularly report to the nursery management team; when emergency happens, with a proper first-aid or nursing treatment, immediately reports to the management team.
- Maintaining a high level of order, safety and strict control over medicine.
- Actively participates in any related training held by the nursery.

Health Education

- Promote health education throughout the nursery population.
- Take part in the delivery of PSHE as appropriate.
- Ensure the provision of and access to a range of publicity materials on issues relating to pupil health.
- Keep up-to-date with current health promotion initiatives.

Administrative

- Maintain medical records accurately, confidentially and safely.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols.
- Pupil Vaccination Record update and Allergy card making. (Allergy list update to all academic staffs and Cafeteria)

Specific Responsibilities

- Liaise with parents over medical matters concerning their children as appropriate.
- To monitor the progress of a potential pandemic e.g Avian Flu and report to senior management any major developments.
- To organise visual & audiological screening tests twice during each school year to be carried out by an

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outside agency.

- To also arrange various vaccination programmes in particular the flu vaccine to staff and students.

JOB QUALIFICATIONS

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|----------------------------|--|
| BASIC QUALIFICATION | <ul style="list-style-type: none"> • Major in nursing, vocational secondary school or above is preferred • Updated Chinese registered nurse licensure • Native Chinese with fluent spoken English CET-4 |
| EXPERTISE | <ul style="list-style-type: none"> • Sufficient nursing knowledge and skills • Ability to deliver excellent nursing service at all times • One year relative experience or above • Familiar with computer use. |
| PREFERRED APTITUDES | <ul style="list-style-type: none"> • Be motivated, responsible, patient and honest, with good interpersonal skills • Working experience in clinics of bilingual schools/local schools is preferred. • Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility) |

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

Please submit CV and cover letter, together with an application form (available to download from www.huilieducation.cn/shanghai-nursery) in English and email to jobs.hns@huilieducation.cn.

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