



WELLINGTON COLLEGE  
HANGZHOU



JOB DESCRIPTION (Nurse)  
WELLINGTON COLLEGE HANGZHOU



## ABOUT US

Wellington College Hangzhou provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the College.

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

## OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At Wellington School Hangzhou, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

# BASIC INFORMATION

## JOB TITLE

Nurse

## DEPARTMENT

Non-Academic

## SUPERVISOR

Head Nurse

## OBJECTIVES

Wellington College Hangzhou is seeking an experienced nurse to offer the high-quality service of nursing, pastoral care to pupils and first aid care to all members of the school community. Check and prevent contagious diseases, frequently occurring diseases, and seasonal diseases; prepare document as required and cooperate with inspections by the Center of Disease Control and education bureau. Communicate with parents and staff about pupils' health condition. Always share the health information to relevant members.

## KEY RESPONSIBILITIES

### Nursing:

- Observing and documenting students' health history which orients the treatments to students especially when emergency happens
- Completing the governmental education bureau and health authorities assigned tasks
- Organizing health related training to staff, provide necessary first aid and emergency care treatment
- Maintain stock of all school medical supplies
- Follow good practice and specific directives on immunization procedures relevant to the school population and individuals. Follow procedures for the safe disposal of clinical waste
- Providing patient care to injured or sick students or staff with standard of nursing practice
- Keeping accurate records of nursing observations and care
- Regularly report to the school 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
- Follow the arrangement of night shift for boarding and duty for Academic events on weekends
- Actively participates in any related training held by the school
- 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 medication protocols
- Student Vaccination Record and Health problems updated and shared to all academic staffs and Canteen

### Specific Responsibilities:

- Issue medication as appropriate
- Liaise with parents over medical matters concerning their children as appropriate
- To monitor the progress of a potential pandemic and report to senior management any major developments

All such other duties as the school management may reasonably from time to time communicated either orally or in writing.

## JOB QUALIFICATIONS

### BASIC QUALIFICATION

#### EDUCATION

Bachelor's degree preferred in Nursing

#### LANGUAGE

Fluent in English oral and written, minimum CET 4 or IELTS 6

#### EXPERIENCE

3 years nursing experience or above

#### EXPERTISE

- Valid Chinese registered nurse license
- Sufficient nursing knowledge and skills
- Ability to deliver excellent nursing service at all times
- Familiar with computer use

#### PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Be motivated, responsible, patient and honest, with good interpersonal skills
- Working experience in clinics of bilingual schools/local schools and paediatrics is preferred

Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.hangzhou@wellingtoncollege.cn](mailto:jobs.hangzhou@wellingtoncollege.cn). Please note that any application with missing materials will not be considered.

*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.*