



## INTERNATIONAL COMMUNITY SCHOOL BANGKOK, THAILAND

### School Nurse

- Reports to:** Elementary Principal or Designated Administrator
- Works with:** Internal: ICS students, support staff, teachers, teacher aides  
External: Medical teams at hospitals, school nurses of other international schools, sports players and coaches.
- Supervises:** None

#### Person Specification

1. A born again believer who is an active member of an evangelical church.
2. Demonstrates the qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality.
3. Possesses an aptitude and desire to work within the administrative framework of the school.
4. Exhibits excellent people skills and an ability to remain calm under pressure.
5. Maintains strict confidentiality in dealing with all matters.

#### Qualifications, Skills and Experience:

1. Holds a Registered Nurse license that is legal in Thailand.
2. Proficient in written and spoken English.
3. Skills in Microsoft for data entry of medical information.
4. Excellent organizational skills and attention to detail.

#### Responsibilities:

- Provides first aid to students who come to the health center according to ICS procedures and acceptable medical practices.
- Provides first aid to students who are hurt while playing sports.
- Ensures student accident/incident report form is filled out by staff that witnessed the accident, injury or unusual happening and files the form in the student's file along with notification to the building principal.
- Reports need to resupply health center supplies to the secondary full time nurse
- Maintains a running health center log of student visits.
- Is familiar with the record of student allergies and other health information
- Notifies the full time nurse and the elementary principal confidentially of health conditions that you become aware of and are likely to affect a student's performance or well-being in the classroom.

#### Terms of Employment:

The hours of working and compensation will be in accordance with established policy.

#### Remuneration:

In accordance with the school policy for qualifications, experience and job responsibility. Part time employment is paid per unit of time worked.

#### Evaluation:

In accordance with the established procedures