

Position Available: School Nurse – Full Time and Part Time Opportunities Available

Start Date: Open Until Filled

9-Month position

Post Date: October 24, 2025

THE CHURCH FARM SCHOOL

1001 E. Lincoln Highway

Exton, PA 19341

Apply by letter to the address above (Attn: Human Resources) or by email: hr@gocfs.net.

Include by separate attachments:

- 1. your cover letter,**
- 2. resume of qualifications and experiences, and**
- 3. names and contact information for three professional references.**

Please enter the position title in the email subject line.

Why choose Church Farm School for your next career opportunity?

When you join our team, you will work with colleagues who are enthusiastic about our mission as we prepare dynamic young men to become tomorrow's changemakers through a transformative education rooted in curiosity, leadership development, engaged citizenship, and the pursuit of excellence alongside one's brothers. The Church Farm School is an independent boarding and day school for boys in grades 9-12 in the Episcopal tradition. Church Farm School was founded in 1918 and is in Exton, PA. For additional information about CFS, please visit www.gocfs.net.

DESCRIPTION:

The Church Farm School Student Health Center seeks full-time and part-time nurses to join our team for day (7 AM start) and evening shifts in our all boys boarding school. This position will also include a flexible weekend on-call schedule during the school year.

DUTIES AND RESPONSIBILITIES:

As a member of the Health and Wellness Team, the School Nurse will:

- Provide medical care and services to students according to physician standing orders.
- Respond to emergency medical situations; perform first aid as needed.
- Provide timely and accurate medical record keeping via Magnus Health EMR in alignment with regulatory compliance requirements.
- Coordinate care at appropriate medical facilities as needed in support of students.
- Communicate clearly and effectively health information with parents/guardians, residential life staff, administrators and colleagues as appropriate to support the health and wellbeing of students.
- Administrative duties including supply/equipment inventory and ordering, filing and organizing student paperwork, faxing, scanning, and other clerical duties.
- Follow required cleaning and sanitization procedures.
- Medical care and services provided must be within PA state regulations and must follow physician standing orders.

- Adhere to CFS protocols and Student Health Center procedures and policies.
- Effectively and professionally communicate with students, parents, and faculty regarding medical matters in accordance with HIPPA regulations.
- Other duties as assigned.

QUALIFICATIONS:

- PA licensed Registered Nurse (RN) or Licensed Practical Nurse (LPN) with renewal requirements met and maintained.
- Proven experience in a school/educational setting.
- If on-call, must be available to come to campus within a 30-minute time frame. If inclement weather would prevent on-call nurse from return to school, the nursing may remain overnight on campus.
- Strong multi-tasking skills and ability to prioritize/triage.
- Excellent organizational, interpersonal, and written/verbal communication skills.
- High level of discretion, integrity, and professionalism.
- Proficiency in Microsoft Office Suite, Google Workspace, and standard office technology.
- Excellent patient/family education skills.
- Familiarity with Episcopal traditions and/or comfort working in a faith-informed community.
- Position includes moderate physical work including climbing, stooping, and kneeling. May also include lifting, carrying, and pushing/pulling 20-50 pounds intermittently.

Church Farm School is an Equal Opportunity/Affirmative Action Employer. Church Farm School welcomes and celebrates diversity, and we are committed to creating an inclusive environment for all employees.