



School Nurse

- Job type** Full time, fixed term
- Start date** Earliest convenience
- Apply by** 31 July 2026
- Salary** We offer a highly competitive remuneration package which includes:
- Private healthcare
 - Excellent Employee Provident Fund (EPF) savings contributions
 - School places for staff children

Job Summary

The School Nurse is a key pillar of the Health Centre and works as an integral part of the KTJ Klinik team to promote and safeguard the health and wellbeing of all members of the school community. Through their role, they help create a safe and supportive environment for students, ensuring that every student is well cared for and able to thrive in their learning journey.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

- Work closely with the School Doctor while independently managing triage, consulting the doctor as required
- Collaborate effectively with the School Doctor, Lead Nurse, Nurses and Health Centre Administrator to deliver high-quality care
- Support the School Doctor in providing healthcare, screening and emergency care to students and staff
- Assist in developing, implementing and evaluating care plans based on clinical assessment
- Monitor immunizations, manage communicable diseases, and support risk assessments to ensure a safe school environment
- Implement and oversee infection control measures in line with School Doctor guidance



- Contribute to school safety planning and the development of standard operating procedures (SOPs)
- Oversee medication administration, maintain accurate patient records, and ensure information is accessible and up to date
- Support the development of healthcare procedures and clinical protocols
- Maintain medication inventory, ensuring safe storage, accurate documentation, and compliance with expiry and usage standards
- Provide health education to students and staff in both individual and group settings
- Deliver first aid and respond effectively to medical emergencies
- Identify cases requiring urgent referral to the School Doctor
- Participate in an on-call rotation to provide medical chaperone services in accordance with the planned schedule
- Carry out any other reasonable duties as directed by the School Doctor, Lead Nurse or management.

Safeguarding and Compliance

- Demonstrate a strong commitment to safeguarding and the welfare of all students
- Report medical concerns, errors, and safeguarding issues promptly via the designated reporting system or to the School Doctor, Lead Nurse, Designated Safeguarding Lead, or Principal, as appropriate
- Adhere to all KTJ Klinik policies, procedures, and professional standards at all times.

Personal Characteristics & Skills

- Professional, trustworthy team player who promotes openness
- Strong interpersonal and communication (verbal and written) skills, with a sensitive approach to patient care
- Respectful, compassionate, and committed to maintaining patient dignity and confidentiality
- Self-motivated, flexible, and able to take initiative
- Strong organizational, administrative, and ICT skills
- Able to work effectively under pressure, including in emergency situations
- Customer-focused with a positive, collaborative attitude Competent in medication dispensing and reporting adverse drug reactions
- Able to recognize cases requiring urgent referral and practice evidence-based care



- Good awareness of adolescent health and related social issues
- Up-to-date knowledge of nursing practices and trends
- Willing to work shifts and engage in continuous professional development
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.