



School Nurse

- Job type** Full time, fixed term
- Start date** Earliest convenience
- Apply by** 4 March 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

We are seeking a highly motivated nurse to join us. The School Nurse works as part of our Health Centre team to help maintain and promote the good health and well-being of all members of our community in order to support teaching and learning at the School.

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

- To work as a team with the School Doctor, other Nurses and Klinik Staff;
- To assist the School Doctor in providing healthcare, screening and emergency care to students and staff;
- To assist the School Doctor in developing care plans based on assessment and interventions, and with the identification of outcomes and evaluation of care;
- To assist the School Doctor in monitoring immunisations, managing communicable diseases, and risk assessing the school environment to reduce the likelihood of injuries or harm;
- To oversee and implement infection control measures as set out by the School Doctor;
- To actively participate in school safety planning and to provide input for SOPs;



- To oversee medication administration, documenting patients' history, symptoms and treatment, and ensuring patient information is easy to access and retrieve;
- To support the School Doctor with the creation of healthcare procedures and plans;
- To report any concerns/medical errors immediately to the School Doctor or Safeguarding Team or the Principal, as appropriate;
- To assist with the maintenance of the medication inventory and to ensure medication is accurately recorded, in date and administered appropriately;
- To provide health-related education for both students and staff in individual and group settings;
- To follow and adhere to all KTJ Klinik policies and procedures, and to instructions given by the School Doctor;
- To provide first aid as required;
- To carry out any other reasonable duties as instructed by management.

Personal characteristics and skills

- Strong team member, who acts professionally and who builds and promotes trust and openness;
- Strong interpersonal skills, including the ability to manage patients effectively and sensitively;
- A clear understanding of the need for patient confidentiality and adherence to data protection protocols;
- Good communication skills, both verbally and written;
- Good organisational and administrative skills;
- The ability to dispense medication as prescribed;
- An enthusiastic, self-motivated and flexible approach;
- The ability to report adverse drug reactions to a pharmacist;
- The ability to treat all patients with respect, consideration and dignity;
- The willingness to undertake regular professional development opportunities;
- Willingness to work in a shift-based system;
- The ability to take the initiative;
- Ability to work under pressure in emergency situations;
- Excellent customer focus and a positive approach to working with others;
- The ability to identify cases that need immediate referral to the School Doctor;
- To ability to practice evidence based medicine as guided by the School Doctor;

- Sensitivity to social issues pertaining to adolescent health and alertness regarding smoking, drug use, teenage pregnancy, alcohol abuse, suicide ideation, anxiety, negative peer pressure;
- Up-to-date knowledge and understanding of nursing practices, trends and issues;
- Good degree of ICT literacy;
- 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.