

Position Description



With Courage and Compassion

Job Title:	First Aid / Student Admin Officer – Student Hub	
Job Type / Tenure: Part-time (32.5hrs per week)	Reports to: Deputy Principal (Pastoral Care)	
Salary Level: By negotiation	Next Review Date: June 2021	
Authorised by: Glenn Johnson - Principal	Date of Authorisation:	

Position Description for First Aid / Student Admin Officer



OUR VISION

To be a leading independent school of innovative teaching and learning where students feel safe, included, supported and extended.

OUR MISSION

To provide opportunities for individuals to become engaged, to find their purpose and passion, think of others, and live the change they want to see.

OUR GOALS

1. To establish and maintain a not-for-profit, non-graded, multi-age educational facility;
2. To implement a curriculum that incorporates individualisation and the teaching of future studies and thinking skills;
3. To provide an inspiring educational atmosphere which establishes an interactive and lateral approach to learning for children from Preparatory to Year 12 inclusive;
4. To create a school environment which nurtures intellectual and moral autonomy in students;
5. To provide a low fee, community-based educational choice for parents;
6. To nurture positive social and interpersonal skills including tolerance, respect, understanding, consideration, and cooperation;
7. To provide a positive environment of encouragement where students' self-respect and self-confidence are nurtured and reinforced.

OUR VALUES

Respect | Integrity | Collaboration | Health, and Wellbeing | Creativity

ADMINISTRATION TEAM VALUES (2019)

Support | Respect | Collaboration | Gratitude

PURPOSE

The First Aid / Student Hub Officer is responsible to the Deputy Principal (Pastoral Care) for the overall running of the student services reception area, assisting students and families with attendance and first aid matters. The First Aid / Student Hub Officer contributes actively as a member of the Student Hub team to provide advice, key reporting and statistics to senior management relating to attendance, absenteeism and first aid that is relative to their area of expertise and responsibility.

KEY AREAS OF RESPONSIBILITIES

The First Aid / Student Hub Officer is responsible for recording daily absences correctly, providing first aid services to staff and students within the School's strategic and operational needs and relevant legislation. To achieve this the First Aid / Student Hub Officer will work collaboratively and closely with all members of the Student Hub and College staff to develop strong respectful relationships.

DUTIES & RESPONSIBILITIES

The primary responsibilities of the role are as follows:

- Responsible for creating and managing the daily rolls for each class
- Responsible for managing the daily student attendance and absenteeism within TASS

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- Providing up to date and regular reports regarding student attendance and first aid to the Deputy Principal (Pastoral Care)
- Responsible for providing first aid to students and staff within the College
- Responsible for administering medication to students once appropriate authority is provided
- Responsible for the maintaining accurate and up to date student Medical Action Plans
- Responsible for liaising with parents/guardians, teachers, support and executive staff as necessary about the health needs of students and staff.
- Responsible for managing the Incident and Injury Report Register and keeping relevant Executive staff advised of current and ongoing injury management.
- Responsible for ensuring the appropriate first aid stock levels are maintained and provided to staff
- Responsible for liaising with staff about first aid requirements on excursions and at sport activities
- Responsible for organising the annual first aid / CPR refresher courses for staff
- Responsible for organising and managing student and staff immunisation programs with 3rd parties
- Providing backup support in the operations of the schools' Student Hub reception area and administrative activities, which include answering the phones, responding to emails, stocking of consumables for photocopiers/printers utilised within the Student Hub
- Responsible for Customer Service support to parents and students entering the Student Hub
- Responsible for the issuing of bus passes and student ID cards in conjunction with the Receptionist / Admin Officer - Student Hub
- Backup support to the Receptionist / Admin Support
- Undertake adhoc projects as directed by the Deputy Principal (Pastoral Care)
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures; and
- Any other tasks as directed by management

KEY SELECTION CRITERIA

An employee at this level would be expected to perform work assignments guided by policy, procedure, professional standards and managerial or technical expertise. The employee will also have a strong understanding and application of conditions of employment, the school, the school's policies and procedures in relation to the work environment and the employees with whom the employee will be working.

Education:

- Bachelor of Nursing or similar would be an advantage but not necessary

Qualifications:

- Registered Nurse qualifications would be an advantage but not essential
- Membership with Australian Institute of Office Professionals would be highly regarded
- Current Blue Card (Working with children)
- Current Senior First Aid Certificate & CPR Resuscitation Certificate
- Training in responding to anaphylaxis and asthma would also be an advantage
- Drivers Licence

Skills:

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- Previous admin experience in an Education or Corporate environment providing admin support would be an advantage
- Mature and professional with a willingness to lead by example
- Strong problem solving skills
- Able and willing to listen and understand verbal and written instructions
- Ability to work within a team and autonomously once given instructions
- Flexible and able to re-prioritise daily tasks to accommodate emergent requests
- Good working knowledge of the Microsoft Office and Google suite of applications
- Previous experience working with an TASS or School Management System would be an advantage
- Organised and able to meet deadlines

PERFORMANCE GOALS:

- Completes tasks on time
- Deals with and builds professional working relationships with Parents, Students and other employees at all times
- Seeks out additional work when all tasks completed

POSITION DESCRIPTION ACKNOWLEDGEMENT

All employees recognise and accept that multi-skilling is an essential component of employment with Kimberley College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at their discretion in order to most effectively serve the needs of the College.

I have received, reviewed and fully understand the position description for this role. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____

Date _____