STUDENT SERVICES OFFICER
FIRST AID

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Student Services Officer – First Aid</th>
<th>Responsible for</th>
<th>Responsibility for first aid and management of the first aid room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>SSO Band 2, 1.0 FTE</td>
<td>Line Manager</td>
<td>Business Manager</td>
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<tr>
<td>Full time, 41 weeks per year</td>
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<tr>
<td>Date of Commencement</td>
<td>2 May, 2016</td>
<td>Reporting to</td>
<td>Customer Service Team Leader</td>
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<tr>
<td>Tenure</td>
<td>To the end of the 2016 school year</td>
<td>Appointment</td>
<td>Contract for 2016, with possible extension.</td>
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GENERAL POSITION DESCRIPTION
The Student Services Officer – First Aid will take responsibility for the first aid functions of the school, including management of the First Aid room. You will share responsibility for the Reception area with the Receptionist/Attendance Officer and assist with general administration for the school as directed.

JOB AND PERSON SPECIFICATIONS

First Aid
- Administer the appropriate first aid to students, staff and other visitors on campus
- Administer epipens, ventolin, nebulisers, prescribed medication etc.
- Liaise with parents as required to ensure action plans and medications are up to date.
- Update and maintain student medical records both written and electronic.
- Ordering of medical supplies.
- Each term check First Aid Kits located around the school.
- Each term check classrooms have duty bags and red disks.
- Coordinate student and staff vaccinations.
- Maintain the First Aid Room.

Student Services
- First point of contact for all student and staff inquiries.
- Sign in all late students, those leaving early and off campus students.
- Order student ID’s at the commencement of each year.
- Coordinate the student immunisation process with Council Immunisation Clinic.
- Monitor student signing of assignments for distribution to teachers.

Front Desk
- Lunchtime relief and back up support for Receptionist.
- Cover reception duties if the Receptionist is absent from work.
- Answer incoming external and internal calls.
- PA announcements as requested.
General Administration

- Compilation of prospectuses and handbook supplies.
- Assisting with all general administration tasks as required in the Front Office.
- Assisting with mail outs.
- General administrative support to a number of staff.

Personal Attributes

- Experience working in a fast paced, busy office.
- Ability to work cooperatively in a team environment.
- Contribute to the ethos of a Christian School.
- Calm, pleasant personality.
- Customer focus.
- Patience and understanding with young children.
- Sound communication skills, both verbal and written.

Essential Elements

- Senior First Aid Certificate (or above).
- Experience in the delivery of first aid to children.
- Police Check.
- Mandatory Reporting Certificate.
- Current driver’s licence.

KEY SELECTION CRITERIA

The successful applicant will demonstrate the following qualities:

- A vibrant and active Christian faith.
- Strong organisational skills.
- Accuracy and attention to detail.
- Experience with the Office suite (Word, Excel, Powerpoint, Publisher) and database programs.
- Experience with PC School and/or Seqta an advantage
- Effective communication with students, parents and staff.
- A commitment to working in a team.