

Student Services Officer – First Aid

Position Information

Title	Student Services Officer - First Aid	Responsible for:	First Aid, management of the first aid room and student services desk
Classification	SSO Grade 2	Line Manager	Customer Services Team Leader
Date of Commencement	February 2022	Reporting to	Customer Services Team Leader
Tenure	6 month contract	Appointment	Contract - 0.4FTE

General Position Description

- Responsible for the provision of First Aid to students, maintenance of first aid supplies for the School and student services desk.
- To work collaboratively with others in the team to ensure effective and efficient administration and delivery of all facets of First Aid services.
- To ensure the School Reception is a welcoming, supportive, effective and efficient environment for students, parents, staff and visitors.
- To provide some administrative support associated with school attendance and other clerical tasks, as required.
- This is a job share position.

Key Responsibilities & Accountabilities

First Aid

- Administer the appropriate first aid to students, staff and visitors on campus.
- Administer epipens, ventolin, nebeulisers, prescribed medications 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.
- Take responsibility for maintaining resources, equipment and stocks for student health and first aid, including First Aid kits, playground duty bags, red disks and other medical supplies.
- Coordinate students and staff vaccinations.
- Organise and facilitate training in first aid for staff, including asthma awareness and anaphylaxis management.
- Ensure that all staff members receive accurate and up-to-date information regarding students with particular / serious / chronic health issues.
- Ensure that student medication accompanies students when they are off campus for any reason during the school day.
- Prepare incident reports as required.

Student Services

- Act as the first point of contact for all student and staff inquiries.
- Assist with daily student attendance records for the School.

Front Desk

- Provide lunchtime relief and back up support for the Receptionist.
- Cover reception duties if the Receptionist is absent from work.
- Answer incoming external and internal calls.
- Make PA announcements as requested.

General Administration

- Compile prospectuses and handbook supplies.
- Assist with all general administration tasks as required in the Front Office.
- Assist with mail outs.
- Provide additional administrative assistances, as directed.

Reporting Relationships

- Responsible to the Customer Services Team Leader.
- Attend Administration Team meetings, as appropriate.

Key Selection Criteria

The successful applicant will demonstrate the following qualities:

Qualifications

- HLTAID004 First Aid Certificate (or above).
- Experience in the delivery of first aid to children.
- Hold a current Working with Children Check.
- RRHAN-EC Certificate.
- Covid-19 Vaccination Certificate.
- Current Driver's Licence.

Skills and Attributes

- Personal commitment to the Christian faith.
- Committed member of a church congregation.
- Active support of the Christian ethos of the School.
- Understanding of a service ethic, which underpins the School's ethos.
- Experience working in a fast pace, busy office.
- Ability to work cooperatively in a team environment.
- Calm, pleasant personality.
- Customer focus.
- Patience and understanding with young children.
- Sound communication skills, both verbal and written.
- Strong organisational skills, initiative and attention to detail.

Knowledge

- Experience with MS Office Suite (Word, Excel, PowerPoint, Publisher), Outlook and database programs.
- Experience with TASS, an advantage.
- Demonstrated knowledge of WHS principals and practices to ensure work is conducted in a safe manner.
- Maintain the confidentiality of information and protection of information according to the *Privacy Act 1988*.