

First Aid Officer – Fixed Term Part time, 3 days per week

Classification:	CEMEA 2022, Education Support Staff, Category C, Level 3
Employment Type:	Fixed Term, Part Time (2 x 3 days per week job share)
Reports to:	Inclusion and Diversity Leader
Direct Reports:	Nil

Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



Strategy 2021 and Beyond articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The First Aid Officer is a member of the Inclusion and Diversity Team, with the work they undertake supporting the principles of inclusion and diversity through Universal Design for Learning (UDL). UDL offers a framework for curriculum development that provides all students with equal opportunity to learn. The framework provides a



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blueprint for creating challenging instructional goals, methods, materials and assessments that accurately assesses learner progress (Rose and Meyer 2011).

Primary Purpose and Key Priorities of Position

The First Aid Officer will provide a broad range of primary health care services and advice for students, as well as ensuring the availability of equipment and resources related to the position.

Responsibilities include, but are not limited, to:

First Aid Support

- Providing first aid treatment to students and staff including assessment, treatment and notification to families where required
- Ensure Compliance with Medical Policies and Procedures
- Maintain and update Medical and Chronic Health Management Plans and Supporting Documentation
- Work with families to develop student Health Support Plans and maintain student medical records including health alerts, and notifications to staff throughout the year
- Facilitate relevant or mandated training and design and deliver professional learning presentations
- Continually monitor and assist in the management of students with chronic health issues
- Liaising with relevant staff to plan, promote and deliver health promotion activities
- Collaborating with the Inclusion and Diversity network, including the collection and recording of evidence for NCCD data
- Support the College in the confidential management of disclosed workplace participant medical information
- Ensuring medications are prepped and ready for travel with students when they are off campus
- Maintain records of attendance at Mercy House including treatment notes.

Compliance and Programs

- First aid equipment and stock management, including maintenance, supply and restock, and training for: student-specific medical kits, first aid kits, defibrillators, yard duty kits, excursion kits and any other medical equipment or stock at the College
- Liaising with local health authorities, Department of Health and Human Services (DHHS), Mercy Education Limited (MEL), Melbourne Archdiocese Catholic Schools (MACS) and any other governing body to ensure compliance with current health regulations and requ, blood drives, etc
- Ensure that all staff members receive up-to-date information about students with health issues.
- Developing and conducting relevant and/or mandated training for staff including, but not limited to, anaphylaxis, asthma, epilepsy and diabetes



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- Being an active member of the Occupational Health and Safety (OHS) committee, providing insight into relevant trends and data whilst supporting the broader health and wellbeing initiatives of the College
- Developing and updating relevant health policies and procedures in an educational setting
- Providing support in relation to the coordination and management of health programs and/or alerts at the College including, but not limited to, Immunisations

Job share responsibilities

- Collaborate with your job share counterpart to ensure successful outcomes for the ID Body function
- Attend an ID Body team handover meeting weekly to ensure accountability to all components of role, and to ensure that work is equitably distributed

Other accountabilities and duties

In addition to the primary purpose and key priorities, the First Aid Officer will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development
- Attend whole staff meetings or professional learning as required.

The First Aid Officer will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

Key Relationships

Key relationships include:

- Students and their families
- Inclusion and Diversity Leader
- Inclusion and Diversity network
- Deputy Principal - Student Engagement, Development and Empowerment
- Other local regulatory and health bodies

Experience and Qualifications



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Essential:

- Experience in managing and/or contributing to First Aid responses (including holding a current First Aid qualification)
- Reliable, flexible, and self-directed, with an ability to work effectively both within a team and independently
- Calm under pressure, with an ability to manage the responses of others in high pressure situations
- Demonstrated time management and planning skills, and sound computer literacy and technology skills
- Strong awareness of health and safety obligations and implications relevant to the role
- Sound communication (oral and written) and relational skills
- Ability to proactively identify potential risks and issues, problem-solve and report

Desirable:

- Anaphylaxis Training certification
- Mental Health First Aid Certificate
- Professional industry membership, or involvement in relevant networks
- Previous experience in a school setting

This position requires a current Police Check, Employee Working with Children Check and drivers' licence.

Child Safety

The First Aid Officer will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.



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General Work Description - Education Support Services, Level 3 (CEMEA)

Competency	<ul style="list-style-type: none"> i. Competency at this level may include Level 2 competencies. In addition, competency at this level involves the development and application of professional knowledge in a specialised area(s) and utilising a broad range of skills. ii. An Employee at this level will have a depth or breadth of expertise developed through extensive relevant experience and application, and performs work assignments guided by policy, precedent, professional standards and expertise. This may require the provision of support and advice to senior management and/or performing a support role to a senior administrator.
Judgement, Independence and Problem-Solving	<ul style="list-style-type: none"> i. Roles at this level will require problem solving that involves the identification and analysis of diverse problems, and will apply appropriate technical training and expertise to decision-making. ii. Roles at this level will generally have scope to undertake some or all of the following in their area: <ul style="list-style-type: none"> • innovate within own function and take responsibility for outcomes; • design, develop and test equipment, systems and procedures; • participate in planning involving resources used and developing proposals for resource allocation; • exercise high level diagnostic skills on sophisticated equipment or systems; and/or • analyse and report on data and experiments
Direction	<ul style="list-style-type: none"> i. Routine supervision to general direction, depending on tasks involved and experience. ii. Supervision is present to review established objectives
Supervision	<ul style="list-style-type: none"> i. Roles at this level may be required to: <ul style="list-style-type: none"> • supervise students while performing their normal duties but may not be used instead of a Teacher; • supervise other Employees at lower levels



Qualifications and Experience

- i. Level 3 duties typically require a skill level which assumes and requires knowledge or training equivalent to:
- Completion of a degree without relevant work experience;
 - Completion of an advanced diploma qualification and at least one year's relevant work experience;
 - Completion of a diploma qualification and at least two years' relevant work experience;
 - Completion of a Certificate IV and extensive relevant work experience; or
 - an equivalent combination of relevant experience and/or education/training.
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