

First Aid Administrative Assistant

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Business Team

An efficient Business Team (Finance and Administration) is vital to the College's success. The Business Team at Emmaus College is committed to the provision of quality professional services for staff, students, and families, adding value to the College operations and programs. The First Aid Administrative Assistant has a key role to play in providing first aid and administrative support to students and staff at the College.

The Position

The First Aid Administrative Assistant provides first aid to students and support to the College Nurse at our Vermont South campus. This role may work at any College campus as required. The First Aid Administrative Assistant reports directly through the Director of Business Operations to the Principal.

Key Responsibilities and Duties

- providing first aid and basic health care for students
- liaising with the College Nurse, teachers, parents, House Leaders and the Leadership Team in relation to student health matter
- assisting with medication management for students who have medication kept on campus.

- maintaining student medical records
- documenting all visits to first aid and following College policies and procedures
- assisting parents and staff in managing and understanding children with a chronic illness.
- liaising with relevant pastoral care teachers, House Leaders and College counsellors regarding student pastoral issues
- maintaining resuscitation equipment
- maintaining first aid equipment and supplies
- assisting with the organisation of all school excursions, using the Operoo platform.
- assisting with student immunisation programs as well as staff influenza vaccinations and other vaccinations as required
- assisting in the organisation and provision of training for staff in CPR, Anaphylaxis, Asthma and Provide First Aid as required
- supporting the administration requirements of the College as directed by the Director of Business Operations
- any other duties as required by the Director of Business Operations or Principal

Experience and Qualifications

The First Aid Administrative Assistant will be required to have a current Working with Children Check. The successful applicant is required to have or be working towards the following competencies.

- HLTAID009 Provide Cardio Pulmonary Resuscitation (CPR)
- HLTAID011 Provide First Aid
- HLTAID014 Provide Advanced First Aid
- 22578VIC First Aid Management in Anaphylaxis
- 22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices
- 22556VIC Management of Asthma Risks and Emergencies in the Workplace
- Yearly CPR Updates

Familiarity with the Synergetic Database and Operoo would be an advantage; however, training will be provided. Operoo is the system that the College uses to manage staff and student medical records, parent permissions and excursion management. The First Aid Administrative Assistant will prepare medical information for excursions for all College campus programs.

The First Aid Administrative Assistant will require excellent computer skills and the ability to work with a high degree of accuracy. Experience with Microsoft Office software packages is desirable. This role requires knowledge of general office routines and systems, an operational knowledge of photocopiers, excellent interpersonal communication and telephone skills and a high degree of confidentiality, discretion, patience, tact, diplomacy and a genuine interest in working in a school environment to support students, families and staff.

Salary and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

Working hours will be 10am – 2pm Monday to Friday. This is an Education Support role under the CEMEA with the level dependent on skills and experience. The role is an ongoing permanent part time position (0.53FTE). The incumbent will not work during the school holidays.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.