



## POSITION DESCRIPTION

**POSITION:** Overnight First Aid Attendant

**DEPARTMENT/CAMPUS:** Timbertop Health Centre

**DATE PREPARED:** January 2024

**REPORTS TO:** Nurse Unit Manager

## WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

**Bostock House** (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

**Toorak** (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

**Corio** (approximately 920 students) offers day, day boarding, weekly boarding, and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the school community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the recently opened (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

**Timbertop** (approximately 235 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

## POSITION OBJECTIVE

To provide overnight duties in the Health Centre including care of students in the Health Centre.

## KEY RESPONSIBILITIES

The Overnight First Aid Attendant is responsible for the following key functions and tasks under the direction of the Nurse Unit Manager:

- Overnight supervision for any student's resident in the Health Centre, with back up from the registered Nurse on call
- Receive students coming to the Health Centre overnight, with back up from the Nurse on call.
- Restock First Aid Kits
- Prepare for next day appointments, doctor and physiotherapist, and generic emails to relevant parents
- Prepare appointment times and stickers (check classes: music, ag, team)
- General administration and filing tasks.
- Restocking consumables in the Health Centre
- Process laundry if not already completed by assistant during the day.
- Wash and remake beds if not already completed by assistant during the day.
- Prepare Timbertop Overnight First Aid Attendant report

## ORGANISATIONAL RELATIONSHIPS:

The position of Overnight First Aid Attendant reports to the Nurse Unit Manager and works closely with, and liaises with the following key positions and staff:

### *Internal liaisons*

Nursing Staff

Timbertop Staff

Assistants

Students

### *External liaisons*

Telephone response

## KEY SELECTION CRITERIA:

The Key Selection Criteria for the Overnight First Aid Attendant include but are not limited to the following:

- Availability and ability to carry out night duty work.
- Ability to interact with students and Timbertop Staff.
- Organizational, administrative and time management skills
- Competent level of computer literacy
- Ability to show initiative and use judgment when left alone in post at night.
- Ability to work as an effective member of a team.
- Ability and willingness to undertake training relevant to task.
- Flexibility on shifts where required.

## **QUALIFICATIONS**

### **Mandatory**

- Working With Children Check
- First Aid certificate HLTAID 003
- CPR HLTAID 001
- Anaphylaxis certificate 22300 VIC
- Computer literacy

### **Highly Desirable**

- Registered Division 2 Nurse advantageous
- Previous experience in position of responsibility working independently.
- Self-motivated worker with literacy skills and the ability to file and carry out basic administrative duties.

## **COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:**

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

## **OUR COMMITMENT TO STUDENT SAFEGUARDING**

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

## **WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK**

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.