



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	First Aid Officer and Receptionist
STATUS:	20 hours per week term time only 6:45 am to 10.45 am Monday to Friday
DEPARTMENT/CAMPUS:	Kennedy Health Centre, Corio Campus
DATE PREPARED:	June 2025
REPORTS TO:	Head of Nursing Services

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 (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 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 :

The First Aid Officer and Receptionist will assist and support the Registered Nurse to ensure our students are provided with exceptional quality nursing and welfare care.

KEY RESPONSIBILITIES

The First Aid Officer and Receptionist will be responsible for a variety of tasks including:

- To be the first point of contact for students, staff and visitors to Kennedy Health Centre.
- Provide care and support to students as directed by Registered Nurse.
- Coordinate the evening meals for students in Kennedy Health Centre.
- Keep the kitchen, Day Room and other shared spaces tidy.
- Monitor Kennedy Health Centre emails and alerting the Registered Nurse to those requiring action.
- Undertake a variety of administration tasks
- Assist in the preparation of student wellbeing reports for off-campus excursions, camps and sport
- To assist with patient care in an emergency situation.

ORGANISATIONAL RELATIONSHIPS:

The First Aid Officer and Receptionist reports to the Head of Nursing Services and works closely with a number of internal and external stakeholders.

KEY SELECTION CRITERIA:

Qualifications & Skills

- Current First Aid (Level 2) and CPR qualifications with the capability and willingness to administer First Aid and assist in an emergency.
- Strong command of medical terminology will be highly regarded
- Excellent organisation and time management skills with a positive attitude to working in a team environment.
- Genuine ability to provide a warm and professional welcome to visitors and phone callers.
- Excellent interpersonal and communication skills.
- The ability to maintain strict confidentiality at all times.
- A proven ability to demonstrate Courage, Compassion and Curiosity and the application of the Strategic Imperatives.

Mandatory

- Current drivers licence
- It is a condition of employment that the First Aid Officer and Receptionist possess current Anaphylaxis Management Accreditation in accordance with the new Ministerial Order 706 and the School's Anaphylaxis Management Policy (2015). Information regarding Anaphylaxis Management Accreditation requirements, training courses and compulsory briefings scheduled by the School.

The following qualifications and skills will be highly regarded:

- Previous First Aid Officer experience.
- Previous experience in a school environment.
- Demonstrated experience in a medical reception role or similar.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

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.

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