

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION

~ First Aid and Administration Officer ~

Title	First Aid and Administration Officer
Appointed by	The Executive Principal
Responsible to	The Campus Principal through Campus Officer Manager

RESPONSIBILITIES AND DUTIES

Overview

The First Aid and Administration Officer is expected to be an experienced First Aid Officer able to competently address the first aid needs of the campus, to oversee related functions and to provide first aid advice to the respective campus. The ability to manage a sick bay and complete general administrative tasks is also important. The First Aid and Administration Officer is expected to possess excellent people and communication skills, have reasonable computer literacy, be able to maintain confidentiality, to work well in a team, and to ensure a professional and friendly welcome is given to all.

The First Aid and Administration Officer will carry out their duties with the support of, Campus Office Manager and other Administration Staff.

GENERAL EXPECTATIONS

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.

The staff member will be required to ensure that they:

- Model a lifestyle that reflects Christian practice and beliefs in everyday work.
- Work positively towards the success of School activities and traditions.
- Help maintain a positive and enthusiastic work environment.
- Support the ethos that the school requires in its campuses.
- Are aware of their membership in the Christian community and respect and support the directions of the School through the leadership of the Board and the Principal.

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- f. Participate in performance management processes to ensure that they continue to develop skills.
- g. Ensure their knowledge and skills are current and that their work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Working to ensure personal best practice.
- e. Always acting in the best interests of the School and its ethos.
- f. Modelling the use of appropriate and proper channels of communication.

SPECIFIC DUTIES

Health and Medical Support

- Provide support to the school community through the smooth running of the sickbay, with the provision of first aid, the administration of prescribed medicines to students.
- Provide emergency first aid to all members of the Chairo community and visitors to the Campus.
- Attend to ongoing student health needs and coordinate with medical services in emergencies.
- Deliver emergency first aid to students, staff, and visitors.
- Ensure all medical and first aid requirements are met for camps and excursions, including obtaining necessary parental approvals.
- Maintain accurate and confidential medical records, including student injury and incident reports, and ensure all data is entered into the TASS system.
- In collaboration with the First Aid Advisor manage and update Individual Anaphylaxis Management Plans annually.
- Coordinate staff flu vaccinations and student immunisation programs as requested.
- Stay informed on current medical issues and participate in relevant professional development.

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Communication and Liaison

- Communicate effectively with parents regarding their child's health and wellbeing.
- Liaise with staff to provide advice and support on student medical care.
- Brief the Campus Principal and/or Business Manager on emergency medical situations.
- Assist the Enrolment Coordinator in reviewing the medical needs of enrolling students.

First Aid Resources and Compliance

- Maintain stock levels and control of all first aid supplies and kits, including those used for sports and excursions.
- Ensure compliance with the School's first aid policies and procedures.
- Assist with the maintenance and replenishment of all campus First Aid kits.
- Ensure a safe and supportive environment where students feel cared for.

Administrative and General Support

- Answer telephone calls professionally and provide backup support to reception and administrative staff.
- Take and relay messages, assessing urgency and responding appropriately.
- Provide general administrative assistance to the Campus Principal or delegate.
- Participate in Emergency Management procedures and attend after-hours events when required.
- Perform additional duties as directed and support other staff as needed.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Level of Executive Leadership Team satisfaction;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

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CHILD SAFETY

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children

Required skills, experience and capacity

- An ability to work in a team of people to deliver quality services to the School.
- Demonstrated experience and skill to provide services outlined in the 'Specific Duties' section.
- Ability to role model the school's values
- A reasonable standard of computer literacy and keyboard skills.
- Excellent people skills and communication skills including telephone manner.
- The ability to work both individually and in a team environment
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- Be able to provide a Working with Children Check
- Flexibility
- Able to demonstrate strong interpersonal skills and the capacity to develop and sustain strong working relationships with people in diverse roles across the school;
- Understanding the need to maintain discretion and confidentiality with sensitive information;
- Ability to work under pressure including in emergency situations.
- Current Driver's License.