



POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT – WELLNESS AND DPFC

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

To provide personal assistance, overall administrative and secretarial support to the Wellness Centre, College Psychologist and the Dame Phyllis Frost Centre (DPFC).

REPORTS TO: College Nurse

KEY ACCOUNTABILITIES

- Act as Reception for the Wellness Centre, ensuring a pleasant and courteous manner to all parent, student and staff enquiries.
- Provide confidential administrative assistance to the College Nurse, College Psychologist and the Head of Support Education.
- Act as First Aid Officer supporting the College Nurse as required.
- Maintain accurate medical records for students.
- Maintain accurate support education records for students in the DPFC.
- Provide documentation as required for school excursions, camps and sporting activities.

PERFORMANCE EXPECTATIONS

1. Wellness, College Psychologist and DPFC

Reception duties

- Maintain the Senior School/Wellness reception area as an attractive, welcoming and highly professional environment.
- Perform reception duties for the Wellness Centre and College Psychologist including responding to queries from students, teachers and visitors in a courteous, helpful and professional manner.
- May be required to attend reception desk of the DPFC from time to time.



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Administrative duties

- Provide confidential administrative support to the College Nurse, College Psychologist, Head of Support Education and staff.
- Provide a high level of professional, practical and timely support to the College Nurse, College Psychologist and Head of Support Education in their day-to-day responsibilities, ensuring open and transparent communication at all times.
- Prepare and send correspondence to parents and students as required.
- Organise appointments and meetings for College Nurse, College Psychologist and Head of Support Education as required.
- Maintain accurate, up to date filing system for Wellness and DPFC, both electronic and hard copy (if required).

2. Wellness Centre

- Screen telephone calls and enquiries for the College Nurse and College Psychologist.
- Provide confidential administrative support to the College Nurse and College Psychologist as required.
- Maintain accurate and up to date student medical records, including maintenance of student medical records in TASSweb, including seeking annual health updates or as required.
- Prepare electronic student medical reports, other lists and information as directed by the College Nurse for use by staff on excursions, camps etc.
- Prepare electronic student medical reports for Sports activities on a weekly basis, and email to the relevant Teacher (including replacement teachers as listed on the Daily Extras) and the Learning Leader – Health and Human Movement and Head of Sport and Outdoor Recreation.
- Assist the College Nurse with maintenance and restocking of first aid kits as required.
- Establish telephone contact and make calls to parents as directed by the College Nurse and the College Psychologist.
- Book and co-ordinate immunisation services annually for staff and students.
- Prepare the Accident and Injury Report in consultation with the College Nurse and College Psychologist for the OH&S Committee each Term.
- Provide basic first aid when required.
- Assist the College Nurse in an emergency situation when required.

3. Dame Phyllis Frost Centre

- Maintain accurate and up-to-date student support education records, including the updating of student information medical testing results on TASSweb.
- Assist the Head of Support Education with the NCCD Census data collection.
- Assist the Head of Support Education with State and Commonwealth funding letters to parents.
- Preparation of referral letters to external professionals.
- Able to manage all activities related to Parent Support Group meetings including booking meeting times and rooms, correspondence drafting and sending and managing this through the use of mail merge, TASS and Bookings.
- Scheduling meetings for Staff & Parents.



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- Scheduling meetings for student screening or DASH assessments.
- Taking of Meeting Minutes where required.
- Responsible for updating Learner Profiles on a termly basis in MyConnect.
- Responsible for updating the DPFC My Connect page including pages containing student lists, staffing and teaching facing documentation.
- Updating the Student Provisions sheet.
- NCCD Moderation – updating termly.
- General office management of the DPFC in relation to office supplies etc.

4. Other duties pertaining to the role

- Provide back-up support to the Administrative Assistant - Senior School as required.
- Relieve on main Reception/Switchboard as required.
- Adhere to the College Style Guidelines for all correspondence and notices.

KEY SELECTION CRITERIA

- Supportive of the values of Billanook College and Independent School education.
- Computer skills – sound knowledge of the Microsoft Suite and advanced skills in Word and Excel. Knowledge of Adobe desktop publishing software an advantage.
- Ability to manage and operate computerised student administration software, in particular relevant modules of TASSweb (i.e. Student Records, Attendance, and Teacher Kiosk.)
- Up-to-date first aid qualifications, including Level 2 First Aid, anaphylaxis, and asthma qualifications.
- Strong organisational and administrative skills with the capacity to manage multiple tasks.
- An interest in Wellness including the delivery of First Aid and assistance to those in need of additional support.
- Demonstrated discretion and respect for confidentiality.
- Demonstrated initiative and flexibility.
- Capacity to work independently or as part of a team.
- Ability to work under general direction and to remain calm under pressure.
- Strong customer service skills.
- Commitment to professional learning and growth.
- Current first aid qualifications including Anaphylaxis Management and Emergency Asthma Management training preferable.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety Policy and Code of Conduct.
- Current Working with Children and National Criminal Record Checks.



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TERMS AND CONDITIONS

Commencing in January 2026, this is a part-time (0.86 FTE) position. Hours of work will be 8.30am to 3.30pm Monday to Friday with 10 weeks' annual leave (5 weeks paid and 5 weeks unpaid).

The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2023* and the *Educational Services (Schools) General Staff Award 2020*. As such, the position is classified at Grade 3 level.

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety Policy and Code of Conduct, which are available on our website. Billanook College performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.