

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

## POSITION DESCRIPTION

### ~ First Aid and Administration Assistant ~

<b>Title</b>	First Aid and Administration Assistant
<b>Appointed by</b>	The Executive Principal
<b>Responsible to</b>	The Campus Principal through Campus Officer Manager

#### Overview

The First Aid and Administration Assistant is responsible for supporting the First Aid Officers in providing essential first aid services, ensuring the smooth operation of the school's sickbay. The role involves maintaining compliance with school policies, effective record-keeping, and contributing to a safe and caring environment.

The First Aid Administration Assistant will carry out their duties with the support of the campus Office Manager and other Administration Staff.

#### RESPONSIBILITIES AND DUTIES

##### 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 for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. The successful applicant is required to:
  - Be an active Christian who regularly and frequently attends a Christian church or fellowship
  - Uphold, support, and actively promote the values and ethos of the School.
  - Be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
  - Model a lifestyle that reflects Christian practice and beliefs in your everyday work and interactions
  - Work positively towards the success of School activities and traditions.
  - Help maintain a positive and enthusiastic work environment.
  - Be aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and Principal.
  - Participate in Performance Management processes to continue developing skills.
  - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

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#### Practical Application of Expectations:

In fulfilling the responsibilities outlined above, the staff member will:

- Model Christian faith and character through professional practice, conduct, and relationships within the School community.
- Act consistently in the best interests of the School, upholding its ethos, values, and reputation.
- Support School leadership and represent the School positively within the wider community.
- Demonstrate professional communication, using appropriate and respectful channels at all times.

#### SPECIFIC DUTIES

- Provide support to the First Aid Officers through the smooth running of the sickbay, with the provision of first aid, the administration of prescribed medicines to students and the engagement of appropriate medical services to meet the needs of any emergency situation.
- Provide emergency first aid to all members of the Chairo community and visitors to the Campus.
- Order and maintain effective stock control of first aid requirements for the school campus including the kindergarten and all first aid kits available for sport and excursions.
- Assist to ensure all First Aid and medical requirements are met for camps and excursions.
- Assist with ensuring compliance is met with School first aid policies and procedures.
- Processing of first aid related paperwork, such as medical plans, medication authority forms and other medical documentation as necessary.
- Assist in ensuring correct and current medical information is available to meet the duty of care responsibility of the School including that all student Injury/Incident reports are completed and acted upon appropriately.
- Provide support in following up with parents regarding student injuries and assist in determining the need for student injury insurance coverage.
- Assist in following up necessary approvals from parents for the administration of necessary medical attention at the School, on camps and excursions etc.
- Ensure a safe and positive environment so that students can feel they are cared for.
- Ensure the appropriate maintenance of all related registers and record keeping and ensuring confidentiality of such records.
- Perform other duties as required from time to time.

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- Assist with parent, student and staff medical/first aid queries and requests.

#### Other support duties:

- Answer calls in a timely, professional and friendly manner.
- Assisting to provide 'emergency' lunches for students as needed.
- Assistance in keeping the emergency clothing cupboard sorted and tidy.
- Provide backup assistance to other reception/administration as required.
- Take and pass on messages or direct calls as appropriate, and to assess priority and urgency of calls and act accordingly.
- Involvement in Emergency Management procedures.
- Attend occasional events after hours if required.

#### Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, 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

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

#### 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;
- 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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#### **Key selection criteria**

- An ability to work in a team of people to deliver quality services to the school.
- Appropriate experience in administration.
- Excellent organisational and management skills
- Excellent people skills and communication skills;
- A high standard of computer literacy (MS Word and Excel) and keyboard skills.
- 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;
- First Aid qualifications (or willingness to obtain)
- Flexibility
- Ability to work under pressure including in emergency situations.
- Current Driver's License.