

Position Description

Senior First Aid & Reception Officer

POSITION	Senior First Aid & Reception Officer
RESPONSIBLE TO	Deputy Principal Students/Director of Business Services
CLASSIFICATION	Education Support Officer Category C
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Deputy Principal Students Head of Human Resources
ISSUE: 01	July 2026

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the College policies and procedures.

This position is an integral member of the College administration team and a member of the wellbeing team. The administration team supports students and staff in operational and administrative matters, assisting in the smooth running of the varied activities of the College. This position operates within the Mission and ethos of the College to support the health and wellbeing of members of the College community.

This position will be required to respond to both emergency and non-emergency situations in an appropriate calm, caring and compassionate manner. In addition, this position will provide back up support to team members at the College and Student Receptions assisting with general enquiries, student enquiries and attendance enquiries. The First Aid & Reception Officer will maintain confidentiality on all school matters.

The Senior First Aid and Administration Officer ensure the effective delivery of First aid services and provides administrative assistance. This position works closely with the Risk and Compliance Manager to ensure the school meets all first aid and health related compliance requirements.

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Occasional attendance after hours may be required to attend meetings or events.

Key Responsibilities

First Aid Services

- Be the first point of contact for unwell or injured students appropriate to their needs and situation.
- Ensure first aid coverage, requirements and risk controls are in place for all school activities, including excursions, camps and events
- Ensure medication is administered in accordance with school policy and documented consent requirements
- Maintain accurate, up-to-date and secure records of first aid incidents, medication administration, and student health plans
- Ensure the first aid areas are clean, well-stocked and compliant with relevant health and safety regulations
- Maintain readiness of emergency kits and first aid supplies across the school
- Assist with the preparation of medical briefings for staff, including camps, excursions, and school activities
- Work in conjunction with the Risk and Compliance Officer to ensure the school's first aid policies and practices meet all regulatory requirements
- Provide guidance to staff on managing medical conditions, including anaphylaxis, asthma, and other health-related needs
- Where required, provide on-site first aid and logistical support to ensure events run smoothly

Health Centre Records

- Accurately enter, maintain and secure confidential student medical records on relevant databases
- Maintain a comprehensive and detailed register of all student attendance at the Medical Centre on Synergetic or similar data based system, including reasons for attending the Centre, treatment administered and any communication entered into
- Produce reports of students' attendance at the Health Centre as required

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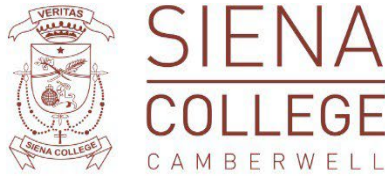
- Produce and update student medical alert folders on a regular basis or as required
- Maintain an Autoinjector Register, record expiry date and alert parents or guardians as required
- Ensure that all staff members receive up-to-date information about students with particular/serious/chronic health issues as directed by the Deputy Principal Students
- Complete all relevant documentation with regard to reporting of incidents according Worksafe and CECV mandatory guidelines

Administration and Reception duties

- Attend to general enquiries from staff, students and visitors
- Manage correspondence with families regarding attendance, health, and wellbeing concerns
- Support general office tasks, including filing, relief reception duties, and resource management
- Support and cover team members at Student Reception and College Reception, including responding to first aid needs as required.
- Assist with whole school events as required.
- Collaborate with the Risk and Compliance Officer to monitor, review, and update first aid protocols and training requirements
- Participate in professional development to maintain current first aid and administrative expertise
- Any other duties as assigned by the Principal or delegate.

General accountabilities for all Staff

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College professional dress code for staff



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- Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- Demonstrate professional and collegial relationships with colleagues
- Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- Be familiar with and comply with all College policies and procedures

Knowledge, Experience, Skills, Work Management

- Ability to respond calmly and professionally in emergency situations
- A background in providing first aid
- Minimum of Level 3 First Aid Certificate and CPR certification
- Anaphylaxis Verifier Certificate desirable
- An ability to foster positive relationships with students, families, staff and work collaboratively
- Proficiency with administrative systems, databases, and reporting tools
- Excellent organisational skills with strong attention to detail
- Experience in data analysis and reporting, preferably within a school setting
- Commitment to the ethos of Siena College and the values of Catholic education
- Working With Children Check for Victoria and National Police Record Check required