



Position Description:	Reception / First Aid Officer
Level / Grade of Position:	Level 3 School Administration Grade 3
Employment Category:	Full time during school terms
Appointed by:	Executive Assistant
Reports to:	Head of Reception/Executive Assistant
Prepared by:	Executive Assistant Date: July 2026

Position Framework

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

Purpose of the Position

The Receptionist provides assistance and cover to the Head of Reception and contributes to the effective operation of the School by providing administrative support across Reception functions as required. The role requires flexibility, strong organisational skills, and a collaborative approach to support day-to-day administrative operations while maintaining professionalism, confidentiality and a high standard of service to the School community.

In addition to Reception, the First Aid Officer is responsible for leading and coordinating the School's first aid and health support services to ensure the safety, wellbeing, and care of students, staff, and visitors.

The role provides advanced first aid support, manages health-related records and procedures, maintains compliance with legislative and School requirements, and promotes a proactive culture of health, safety and wellbeing across the School community.

Responsibilities and Duties – Reception

Students:

- Coordinate storage of lost-property and support school uniform disciplinary procedures by storing confiscated jewellery, providing nail polish remover etc.

Records:

- Assisting for parents with online bookings for Parent Teacher Interviews.



- Maintains medical record of new student/updated medical information of students on TASS

Support:

- Call parents as required by Head of Site/Officer Manager.
- Liaise with staff at other sites in supporting effective operation of the School.
- Assist Bus Coordinator to assist in smooth operation of bus service
- Follow-up of CRT time sheets and leave forms

Community:

- Assisting in organising catering for official school events.
- Co-ordinate purchases by families eg. music theory books, second hand uniforms, chair bags, library bags, swimming caps and art smocks to students.

Responsibilities and Duties – First Aid Officer

Provide timely and appropriate first aid care for students

- Assess and respond to medical incidents, injuries, illnesses, and emergencies within the scope of qualifications and training.
- Coordinate emergency medical responses and liaise with emergency services where required.
- Support the implementation of individual student health care plans and emergency action plans.
- Maintain confidential and accurate health records, treatment logs, and incident reports within the school's operating systems.
- Coordinate the collection, review, and maintenance of student medical information.
- Oversee the administration, storage, and documentation of prescribed medications in accordance with School procedures.
- Monitor student medical management plans, diabetes, allergy plans, asthma plans, and anaphylaxis management requirements across all school sites.
- Liaise with parents regarding student health needs where appropriate.
- Coordinate and maintain first aid resources, equipment, and supplies across all School sites.
- Conduct regular audits of first aid kits, medical supplies, and emergency equipment across all school sites.
- Monitor expiry dates and arrange replenishment of stock as required.
- Contribute to the development, implementation, and review of first aid and health-related procedures.
- Support compliance with relevant health, safety, and child-safe requirements.
- Act as a key point of contact for first aid matters within the School

Qualifications:

- HLTAID011 Provide First Aid
- Certificate level qualifications in Administration, or VCE level qualification and 12 months relevant reception, clerical or administrative experience.



Person Specification

- Sound knowledge of School Administration Practices and Maranatha's Policies and Procedures
- Competent user of Microsoft Office Suite, Internet, Email and general Data base management
- Strong Communication skills
- Strong Organisational skills
- Accurate Reporting
- Ability to learn and adapt to changing technology

Personal Attributes

- Approachable and Courteous
- Customer Focus
- Organisational Agility
- Confident, Responsible and reliable
- Skilled in Productive Work Habits
- Trusted with Confidential Information

School Expectations

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.

Scope of the Position

Number of People Managed or Supervised: Nil

Annual Budget Expenditure Responsibility: Nil

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents	✓			
Teaching Staff	✓			
Administration Staff	✓			
Building / Grounds Staff		✓		
Head of Campus		✓		
Deputy Principal		✓		
Principal			✓	
Business Manager			✓	
Board Members				
External Suppliers			✓	
Compliance Bodies				



Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.



Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection policy*, *statement of commitment*, and *mandatory reporting policy*. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.