



SUCCESS PROFILE – First Aid Officer and Receptionist

Setting your career for success at Geelong Grammar School

ROLE TITLE:		First Aid Officer and Receptionist
DIVISION:		Residential Education, Care & Community
CAMPUS:		Corio
REPORTS TO:		Head of Nursing Services
DIRECT REPORTS:		NA
EMPLOYMENT STATUS:	Tenure	Part Time Ongoing
	Hours	Monday - Wednesday 0645-1045hrs
	Working Weeks	Annualised 52 Weeks 38 working weeks, 4 weeks annual leave, 10 weeks leave without pay
CLASSIFICATION:		Operational Salary Scale General A3

THE ROLE
General Description and Role Purpose The First Aid Officer and Receptionist will assist and support the Registered Nurse to ensure our students are provided with exceptional quality nursing and welfare care.
Key Responsibilities/Accountabilities The First Aid Officer and Receptionist will be responsible for a variety of tasks including: - To be the first point of contact for students, staff and visitors to Kennedy Health Centre. - Provide care and support to students as directed by Registered Nurse. - Coordinate the morning meals for students in Kennedy Health Centre. - Keep the kitchen, Day Room and other shared spaces tidy. - Monitor Kennedy Health Centre emails and alerting the Registered Nurse to those requiring action. - Undertake a variety of administration tasks - Assist in the preparation of student wellbeing reports for off-campus excursions, camps and sport - To assist with patient care in an emergency situation. - Committed to the rigors of the School's <u>Light Blueprint</u> The First Aid Officer and Receptionist reports to the Head of Nursing Services and works closely with a number of internal and external stakeholders.
Out of hours contact/ other role requirements Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).



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- Work on public holidays within Term time may be required on occasion.

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☒	☐	☐
Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☒	☐	☐
Manual Handling	Ability to lift/carry items up to ____ kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☐	☐	☐	☒
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☒	☐	☐	☐
Work at Heights	Using ladders, scaffolding or other objects	☐	☒	☐	☐
Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (eg Rivers or rainy weather)	☐	☐	☐	☒
Fatigue Capacity	Working non-business hours shifts Overnight supervision of students Being on-call Possible sleep disruption	☐	☐	☐	☒
Travel	Off-site travel	☒	☐	☐	☐
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☐	☐	☐	☒
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☐	☐	☒	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☐	☒	☐	☐
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☒	☐	☐



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Outdoor work	Work in hot, cold, wet conditions	☒	☐	☐	☐
Working alone	Work alone or in isolation	☒	☐	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☐	☐	☐	☒
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☒	☐	☐
Workload Management	Managing competing priorities and deadlines	☐	☒	☐	☐
Change Adaptability	Responding to operational change	☐	☒	☐	☐
Decision-Making	Exercising judgment within delegated authority	☒	☐	☐	☐
Confidentiality	Handling sensitive or personal information	☐	☐	☒	☐
Autonomy	Working independently with accountability	☒	☐	☐	☐
Resilience	Managing pressure, ambiguity and intensity	☒	☐	☐	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Knowledge / Skills:

- Strong command of medical terminology will be highly regarded.
- Capability and willingness to administer First Aid and assist in an emergency.
- Excellent organisation and time management skills with a positive attitude to working in a team environment.
- Genuine ability to provide a warm and professional welcome to visitors and phone callers.
- Excellent interpersonal and communication skills.
- The ability to maintain strict confidentiality at all times.
- A proven ability to demonstrate Courage, Compassion and Curiosity and the application of the Strategic Imperatives.

Qualifications:

- First Aid Course (HLTAID011 Provide First Aid Course) [Essential]
- Anaphylaxis Course (22578VIC - Course in First Aid Management of Anaphylaxis) [Essential]
- Driver license [Essential]

Experience | *What you HAVE DONE*

- Previous First Aid Officer experience.
- Previous experience in a school environment.
- Demonstrated experience in a medical reception role or similar.

Personal Attributes/Attitude | *Who you ARE*



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- Courageous
- Curious
- Compassionate
- Civil
- Connected

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)

WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's Ligh Blueprint, individual performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.

Reviewed by: Head of Nursing Services

Approved by: Employee Engagement

Effective Date: 1 September 2026