

FIRST AID OFFICER

POSITION DESCRIPTION



Reporting to:	Head of Campus
Status:	Full time (Refer to Role Variation below) Working School terms, plus the week before school commences. (6 weeks paid annual leave, 7 weeks unpaid leave)
Tenure:	Ongoing (Refer to Role Variation below)
Salary:	General Staff Level 3
Prepared:	October 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

This position is a fixed term position until 1st October 2027 and can either be full time or part time (0.8684 FTE).

Purpose of the Position

The First Aid Officer is part of the General staff team which supports the mission, vision and values of the Hume Anglican Grammar community and the School's Anglican tradition. They are responsible for the School's first aid provision to students and first aid supplies.

As a member of a highly professional General staff team, the First Aid Officer works collaboratively with team members to ensure effective and efficient administration of First Aid services across both the Primary and Secondary schools.

The First Aid Officer ensures the First Aid Centre is a welcoming, supportive, effective, and efficient environment for students, staff, and visitors. They will also provide some administrative support associated with school attendance.

Nature of the Position

The First Aid Officer's responsibilities encompass the whole school, over all campuses and includes all staff and students. Upon commencement, this position will be based at the Kalkallo campus with the requirement to travel to other campuses or other locations as directed by the Head of Campus. All paid and unpaid leave must be taken during non-term weeks. Hours of work are generally from 8:00am to 4:06pm including a 30 minute unpaid meal break.

Responsibilities and Duties

Subject to the discretion of the Principal, the First Aid Officer is responsible for the overall management of the First Aid Centre and for overseeing First Aid practices throughout the campus.

Responsibilities include:

First Aid specific duties

- Attending to unwell or injured students
- Communicating with parents to ensure health information is up-to-date and accurate
- Advising the Head of Campus when health issues need to be communicated to the wider school community
- Maintaining records of attendance at the Sick Bay, including treatment notes
- Maintaining and updating records of student medical conditions and allergies
- Producing student reports for camps, excursions etc as required
- Maintaining resources, equipment and stocks relating to student health and first aid
- Organising and assisting with first aid training for staff, including asthma awareness and anaphylaxis management
- Ensuring that all staff members receive up-to-date information about students with health issues
- Ensuring that student medication accompanies students when they are off campus during the School day
- Monitoring the contents and usage of first aid kits at the School
- Attending training programs and sharing any important updates with staff
- Attending General staff and whole staff meetings, as required
- Documenting incidents and notifying the Head of Campus and the Risk and Compliance Coordinator as necessary
- Ensuring First Aid processes are compliant with current regulations.

Non-First Aid duties

- Maintaining daily student attendance records for the campus

- Following up on student absences as necessary
 - Providing additional administrative assistance, as requested by the Head of Campus.
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Qualifications, Skills and Experience

Essential

- Current Senior First Aid qualification
- Ability to exert calm authority in medical emergency situations
- Ability to communicate clearly and calmly under pressure.

Desirable

- Computer skills in the MS Office suite including PowerPoint, Word and Excel
 - Knowledge of the Sentral and Synergetic School Management Systems
 - Previous work in an educational setting would be advantageous.
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Personal Qualities

Essential

- High level interpersonal skills and the ability to work within a team
 - Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail
 - The ability to build and maintain strong relationships with staff, students, parents, and the community.
 - Demonstrated interest in ongoing personal professional development.
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Key Selection Criteria

1. Formal Senior First Aid Training qualifications with experience in conducting Asthma and Anaphylaxis training sessions to staff
 2. Excellent organisational skills, planning capabilities, and the ability to prioritise demands
 3. Experience in organising and preparing reports and correspondence related to health concerns and issues within a large organisation.
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This Position Description may be altered from time to time to meet the operational needs of the School.