

AQUINAS COLLEGE

# Health Centre Administration Assistant





# About Aquinas College

Aquinas College is a Catholic School in the **Edmund Rice Tradition** servicing in excess of 1,300 local, country and international students.

Aquinas College is one of the oldest schools in Western Australia, with a **history** dating back to 1894. It is known for its beautiful grounds, excellent academic and sporting environment and for producing young men of character who strive to do the best they can for others as well as themselves.

The College is **located** on the banks of the Canning River in Salter Point, Perth. With 2km of river frontage and a spacious environment, Aquinas is the ideal place for young men to learn and play.

Aquinas College is a school for boys in the Public Schools Association (**PSA**). It is a school made up of young men from different backgrounds. Catering for Kindy through to Year 12, we have both day students and boarders. Our curriculum is innovative, we have outstanding facilities and dedicated teachers who genuinely care about their students.

At Aquinas College, it's not what our students become, but who they become that matters. We offer a vibrant school life steeped in mateship, academic success and sporting tradition with a belief in service, achievement and commitment. It's the perfect environment for good men to grow.

Aquinas College is a strong academic school, with subjects, teaching styles and activities that are male focused. While subjects are important within themselves, their true value lies in helping each student discover and develop his inner spirit and strength of **character** – his heart and soul. Creating a moral compass for life, learning about himself and the difference he can make is as important as what he learns inside the classroom.

The comprehensive cultural program at Aquinas College, gives students multiple opportunities to learn, grow and perform. Whether it's musical or classical theatre productions, visual arts, dance, choir, rock, jazz or big bands there are many options available for our students in the **arts**.

Our appeal as a school rests in our strong sense of **faith**, the values we strive to maintain, our commitment to realising the potential of each young man in our care and in providing a balanced education that addresses the academic, social, emotional, physical and spiritual aspects of our student's lives.

We have the highest expectations of all our boys. Our aim is for each to be the best he can be in all that he does and to demonstrate outstanding levels of attendance, appearance, courtesy, respect and work ethic throughout his time at the school.

Aquinas College provides its employees with a stimulating, rewarding, spiritually enriching and values centric workplace.

The College seeks to attract people who are the best in their specialty area, who will commit to supporting the Edmund Rice charism, the Catholic ethos and the College's **Mission and Values**.

Aquinas College aims to foster an environment in which employees are recognised and valued for their contributions, with opportunities to achieve continuous improvement through ongoing professional development and support.







## Introduction to the Role

It is an exciting time to be joining Aquinas College with the appointment of our first Old Boy Principal, Robert Henderson, in 2023 and we will be celebrating the 130th anniversary of Aquinas College in 2024.

We are seeking a passionate, dynamic and innovative **Health Centre Administration Officer** who demonstrates previous experience in a similar role with a commitment to service excellence and professionalism for this full-time role.

This role forms part of an inclusive, supportive and high performing team, within a values based environment, reporting to the **Health Centre Manager**.

If you have the relevant experience and qualifications needed for the role. I encourage you to consider applying to join our dynamic team at Aquinas College.

**Applications Close:**  
**1.00pm (AWST),**  
**Monday 13 May 2024**



## Position Purpose

To provide effective, timely, and accurate administration support to the Health Centre Manager and staff, as required.

Position commences as soon as possible, working 41 weeks per year (term weeks plus two weeks prior to students starting and one week after students finish) with salary spread over 52 weeks.

## Aquinas College Commitment to Child Safety

All staff at Aquinas College must:

- Actively demonstrate support and adhere with the College's Statement of Commitment to Child Safety, EREA Child Safe Code of Conduct, EREA Safeguarding Children Framework Principles and EREA Code of Conduct;
- Demonstrate a clear and in-depth understanding of child safety;
- Have a demonstrated understanding of appropriate behaviours when engaging with children;
- Be familiar with and adhere to the legal obligations relating to child safety, eg. Mandatory Reporting;
- Be familiar with and adhere to College policies, procedures and documentation relating to child safety; and
- Undertake all child safety training as required by the College, EREA and CEWA.



# Job Description

## Health Centre Administration Assistant

### Actively Support College Operations

- Comply with all relevant legislative, regulatory obligations, College policies and procedures;
- Complete administrative and operational activities in alignment with College requirements; and
- A willingness to undertake tasks as requested by the Health Centre Manager or their delegate.

### Expected Behaviours and Attitudes

- Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;
- Actively support a child safety culture, with a zero tolerance for child abuse;
- Adhere to the Aquinas College values at all times;
- Adhere to the College's Policy, Procedures and Codes;
- Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and organised environment.

### Key responsibilities

- Provide effective and time sensitive administration support;
- Provide effective administration support across multiple ICT platforms to ensure accurate data integrity within the Health Centre;
- Ability to communicate effectively and sensitively with all staff and parents/guardians as per College procedures;
- Continual support of parents/guardians to navigate Consent2Go to update and maintain medical/learning conditions, medications, dosage, and frequency into the correct fields to ensure data/instructions for staff, and student safety across platforms;
- Efficient communication of all C2Go information to school staff as required;
- Regularly update student medical summary on the whole school class spreadsheet. Information received via Aquinas ICT platforms for continual crosschecking of data;
- The ability to scrutinise the information received from the incoming data and forward the relevant information to the required staff and departments;
- Liaise with key staff members regarding student medical/learning conditions and confirmed diagnosis for continuous tracking and accuracy of student profiles;
- Liaise with Enrolments and their ICT platforms before students commence at the College to ensure all Health Details are captured accurately; and
- Organising and maintenance of the Health Centre S:\ drive, supporting documents, and spreadsheets to support the Nursing team.

### Qualifications:

- Administration qualification: Cert IV in Business Administration or Cert IV in Front Line Management or equivalent experience;
- Have or be prepared to obtain Accreditation to Work in a Catholic school;
- Working with Children Check Clearance;
- Satisfactory National Police Clearance;
- Have or be prepared to undertake Mandatory Reporting training; and
- Hold appropriate Australian Work rights.

### Knowledge and Experience

- Recent previous experience working in a similar role;
- Good working knowledge of Microsoft Office applications;
- Current experience with databases, information, or learning management systems essential; Synergetic and Consent2Go experience is crucial whilst SEQTA and Funnel knowledge would be looked upon favourably. Experience with Adobe, OneNote, Snippet & Paint is advantageous.
- Experience managing sensitive and/or confidential information and the use of medical terminology;
- Ability to work autonomously with minimal supervision and collectively within a team environment;
- Have the desire to provide an outstanding commitment to the position for the continual support of Health Centre documentation and safety to students, staff, and visitors to the College; and
- A good understanding of how information is drawn from different databases to provide an overall view of required department information for reports would be advantageous.





# Criteria

## Health Centre Administration Assistant

### Skills and Abilities

- Strong interpersonal and influencing skills, enabling harmonious and positive relationships with colleagues, students, parents/guardians;
- Strong written and verbal communication skills;
- Strong time management and organisational skills;
- Strong accuracy, and attention to detail;
- Demonstrated ability to work autonomously and as part of a team;
- Strong problem-solving and critical thinking abilities;
- Ability to multi-task;
- Able to prioritise workload;
- Ability to remain calm and manage conflict in a composed and professional manner; and
- Ability to make sound decisions in line with College policies and procedures.

### Candidates Must Display

- a commitment to the Catholic ethos;
- energy, enthusiasm and drive;
- diplomacy and tact;
- a commitment to confidentiality;
- honesty and integrity;
- an outstanding work ethic;
- loyalty to the role, people and the College;
- a positive and proactive attitude; and
- respect for self and others.

### Terms and Conditions

- School/Department: Health Centre
- Reports to: Health Centre Manager
- Start date: As soon as possible
- Probation Period: 6 months
- The role is full time working 41 weeks per year (term weeks plus two weeks prior to students starting and one week after students finish) with salary spread over 52 weeks.
- Superannuation contributions will be paid in accordance with the superannuation statutory requirements. The College will make contributions on your behalf into an approved Superannuation fund of your choice.

### Main People Interactions:

#### INTERNAL

Health Centre Team  
School Office Administration Team  
Boarding Team  
College Support Services  
Heads of School  
Across College Directors

#### EXTERNAL

Parents/Guardians  
Students  
Allied Health Services

*Candidates must comply with all relevant legislative, regulatory obligations, College policies and procedures;  
Complete administrative and operational activities in alignment with College requirements; and  
A willingness to undertake tasks as requested by the Principal or their delegate.*





# Application Process

## Successful Candidate Credentials

To be successful in this role you will have the following credentials:

- Have or be prepared to obtain Accreditation to Work in a Catholic School;
- Working with Children Check clearance;
- Satisfactory National Police clearance;
- Have or be prepared to undertake Mandatory Reporting training; and
- **Hold appropriate Australian Work rights.**

## Employment Conditions and Benefits

Aquinas College provides a supportive, inclusive, stimulating and spiritual work environment, with access to outstanding facilities and resources to enable academic excellence, in a beautiful setting overlooking the Canning River. The employment terms and conditions are governed by the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014).

## To Apply

If you are interested in this outstanding opportunity, please include the following in your written application:

Covering letter addressing the selection criteria (no more than 2 A4 pages);

Current Resume or Curriculum Vitae;

A completed Application for Employment form;

A completed Child Safe Applicant Declaration form; and

Provide copies of relevant qualifications and credentials.

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### Applications Close:

**1.00pm (AWST), Monday 13 May 2024**

Aquinas College is committed to ensuring the safety, wellbeing and dignity of all children and young people and has zero tolerance of any abuse of children. All applicants will be subject to Aquinas College and legislative screening procedures and checks as a condition of employment.

**[Click Here](#) to go to the Employment Page of the Aquinas College website**

**[www.aquinas.wa.edu.au](http://www.aquinas.wa.edu.au)**

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**AUSTRALIA**

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