



## Position Description

### POSITION OVERVIEW

<b>POSITION TITLE</b>	<i>Administration Officer – First Aid</i>		
<b>TIME ALLOWANCE</b>	Approx. 64 hours per fortnight (0.9FTE) – (Term Time Only)		
<b>COMMENCEMENT DATE</b>	Immediate Start	<b>TENURE</b>	Ongoing
<b>REPORTS TO</b>	Administration Manager		

### GENERAL EXPECTATIONS

Blakes Crossing Christian College Administration Staff are employed as General Staff under the terms and conditions specified in the Christian Community Ministries Enterprise Agreement 2020 as amended from time to time.

The Administration team will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with the College Code of Conduct, policy, rules, and expectations.

### POSITION SUMMARY

The role of the First Aid Officer is to manage the First Aid requirements of students, staff, and other stakeholders on site at BCCC. This includes providing first aid for accidents, administering regular student medication, and preparing resources for camps and excursions. The role will also include support for the administration team as required. The Administration Office at BCCC is a dynamic and changing environment, as such the duties listed below are subject to change as the College continues to grow and develop.

Key tasks include:

#### REPORTING/WORKING RELATIONSHIPS

- The Administration Manager
- The Leadership Team
- BCCC teaching and general staff

#### LINE MANAGEMENT RESPONSIBILITIES

Nil

### DUTIES & RESPONSIBILITIES

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Key tasks include:

#### First Aid:

- Ensure students attending the First Aid Room are provided with first aid for accidents or illness.
- Ensure parents/guardian contact occurs where necessary.
- Ensure supplies are maintained at all times, and all first aid kits are regularly checked and fully resourced.
- Ensure student medical action plans are current and communicated effectively to staff working with students.
- Record and report first aid visits and accidents in Edumate database in a timely manner.
- Administer medication as directed by medical practitioners in accordance with the college policy.
- Liaise with parents and caregivers with regards to Medical Action Plans and medications kept on site.
- Consult with the Heads of School regarding student welfare concerns, if the need arises.
- Ensure the First Aid Room is clean, well-organised and maintained according to WHS standards.
- Liaise with relevant camp/excursion coordinators and provide up to date medical information and summary documentation prior to all camps/excursions.
- Ensure every camp/excursion is provided with appropriate medical kits or equipment.
- Contribute information to incident reports when and if necessary.
- Coordinate annual first aid training for all BCCC staff that require training.
- Undertake annual Anaphylaxis, CPR, and defibrillator briefings for staff.

#### Administrative Support:

- Provide back-up assistance to Front Desk in times of high demand.
- Provide administrative support to the Administration Manager as required.
- Oversight of 2-3 administrative projects per year.
- Other duties as required by Administration Manager or Executive Leadership Team.

**Contribute to safe and healthy workplace by:**

- Following WHS instructions and policies.
- Ensuring all mandatory training is up to date.
- Being a lifelong learner by continuously upskill, finding better and quicker ways to perform tasks and processes.
- Reporting accidents and hazards.
- Participating in site Emergency Management Procedures.
- Generally caring for their own safety and that of others, including volunteers, students, and parents.

**SKILLS & ABILITIES**

- Strong first aid knowledge, skills, and experience
- Ability to build rapport with students and exhibit empathy.
- Maintain confidentiality and sharing sensitive information on a need-to-know basis with cleared personnel.
- Experience in working collaboratively and cooperatively as a member of a team.
- Excellent written and verbal communication skills.
- Strong customer service, telephone, and interpersonal skills
- Great attention to detail
- A good understanding of how school environments function
- Sound knowledge of Microsoft Office software, including Teams.
- Ability to use EFTPOS machine, photocopiers, laminators, and other general office equipment.
- You must hold the following:
  - A current Working with Children Clearance
  - Provide First Aid in an Educational Setting or Provide First Aid (or be willing to obtain)
  - Mandatory Notification (RAN) certificate for which the training was done less than three years ago (or willingness to obtain)

**PERSONAL ATTRIBUTES**

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A proven lifestyle as detailed in the CCM enterprise agreement, Code of Conduct and that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- High level of discernment, empathy and humility that supports a positive culture with regards to WHS issues
- Open and approachable manner when relating to people of all ages and backgrounds
- Trustworthy and reliable
- Shows strong initiative.
- Willingness to assist other areas of business if/when required.

**EXPERIENCE AND KNOWLEDGE**

- Nursing or First Aid Officer experience
- Previous School and Customer Service experience
- Edumate and SharePoint experience advantageous.
- Experience with school data management systems

**DESIRABLE CHARACTERISTICS**

- Qualifications or tertiary first aid/health services training
- Experience with data management systems, preferably in a school
- Experience in a similar role in a school environment

**SPECIAL CONDITIONS**

- Some out of hours work may be required, e.g. Presentation Night

**WORK HEALTH AND SAFETY RESPONSIBILITIES – INCLUDE:**

- Ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- Knowledge of and compliance with the College's WHS policies and procedures
- Compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors.
- Participation in relevant training and induction sessions as required by the College
- Reporting all incidents and/or potential hazards to the Safety Advisor and Property Services Team as soon as possible

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_