

# FIRST AID OFFICER

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Deputy Principal</b>
<b>Tenure:</b>	<b>Ongoing</b>
<b>Status:</b>	<b>Part-time (flexible) Working School terms, plus the week before school commences. (5 weeks paid annual leave, 8 weeks unpaid annual leave)</b>
<b>Salary:</b>	<b>General Staff Category 3</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Date Prepared:</b>	<b>February 2022</b>

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## Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan school offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our 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.

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.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares; this site will ultimately have some 1,400 students. In 2019, it opened a second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the School has 1,670 students (Mt Ridley 1,270 & Donnybrook 400) and employs 168 staff – 120 teaching and 48 non-teaching.

The School is on a growth trajectory and in 2022 will increase to 1,930 students (Mt Ridley 1,340, Donnybrook & Kalkallo 110). In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as a feeder to the Mt Ridley and Donnybrook secondary schools, it will follow a similar growth pattern to Donnybrook, with eventually some 600 students. In 2022, the first classes for the new campus will commence and be accommodated at the Donnybrook campus, to then move to the new site in 2023. Hume Anglican Grammar will ultimately have some 3,300 students with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## 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.

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## Nature of the Position

The Assistant First Aid Officer works 39 weeks of the year, which includes the 38 term weeks and the week prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks.

Upon commencement, this position will be based at the Mt Ridley campus. Please note that in the future this role may be required to be performed at other locations.

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## 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
- Communicate with parents as necessary to ensure all health information is up-to-date and accurate
- Advising the Deputy Principal 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 update records of student medical conditions and allergies
- Producing student reports for camps, excursions and others as required
- Maintaining resources, equipment and stocks relating to student health and first aid
- Organising and assist 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 particular/serious/chronic health issues
- Ensuring that student medication accompanies students when they are off campus for any reason during the School day
- Responsibility for the contents and usage of first aid kits at the School and when students and staff are involved in excursions or co-curricular activities
- Attending training programs and share any important updates with staff
- Attending General staff and whole staff meetings, as required
- Responsibility for documenting incidents and assisting in the notification of the incident to the relevant authorities

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 when necessary
- Providing additional administrative assistance, as requested by the Deputy Principal.

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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 SIMON 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

### Desirable

- 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.**