



POSITION DESCRIPTION

| | |
|--------------------|---|
| Position Title | Administrative Assistant – Student Services (First Aid Officer) |
| Tenure | Permanent Part Time (full time term time only) |
| Department | Administration |
| Reports To | Office Manager |
| EBA | Anglican Schools Commission Support Staff Enterprise Agreement 2015 |
| Classification | Level 3 |
| Date Last Reviewed | March 2024 |

POSITION PURPOSE

The Administrative Assistant – Student Services (First Aid Officer) is a highly valued position within the Georgiana Molloy Anglican School (GMAS) community. This position is part of the Administration staff team which supports the Vision, Values of GMAS and Anglican Ethos.

As a member of a professional Administration staff team, this position works collaboratively with team members to ensure effective and efficient administration and First Aid services across the school

KEY ACOUNTABILITIES

First Aid

- Attend to unwell or injured students
- Maintaining records including treatment notes
- Maintaining resources, equipment and stocks relating to student health and first aid
- Monitoring the contents and usage of first aid kits at the School
- Ensuring First Aid processes are compliant with current regulations

Medication

- Administer daily medications to students, where prescribed, and liaise with families regarding these medications
- Ensure that all medications supplied by the student are within their use-by dates, including medication used for emergencies
- Manage the preparation of medications when students are off campus ie emergency evacuations, carnivals, excursions
- Ensure all student medication accompanies students when they are off campus during the School day
- Maintain a Medication Register and ensure all medications are updated in the register on receipt and disposal
- Oversee the sick bay and wellness area, update supplies as required

Medical Management

- Manage medical records/alerts data to be confidential, accurately recorded and up to date
- Attend training programs and share any important updates with staff
- Communicate with parents to ensure health information is up-to-date and accurate
- Manage medical action plans for students with medical needs e.g. asthma, allergies, diabetes etc
- Follow up and ensure students injury/incident reports are recorded and filed appropriately
- Advise staff of students with medical alerts and medical management plans

Consultation

- Attend to Student Services Reception
- Liaise with parents, guardians, staff as appropriate
- Identify and assess the needs of students in health matters and take the necessary steps to ensure those needs are met
- Obtain all relevant student health documentation to support student health conditions

Administration

- Undertake a variety of administration tasks under the direction of and in conjunction with the Office Manager
- Maintaining records of attendance at Student Services
- Producing student reports for camps, excursion etc as required

Tasks include:

- Accurate data entry of student absences and recording of late arrivals and early departures using SEQTA platform
- Follow-up unexplained absences throughout the day / produce daily reports
- Collating communication/notes from Primary School message bags and distributing to appropriate classes/areas
- Manage the Smart Rider system, ordering cards for students as required
- Communicating with parents regarding absenteeism, lateness, exit from school

Work Health and Safety

- Comply with Work Health and Safety documentation, legislative and school policy requirements
- Maintain security of health records and supplies
- Process Incident Reports using SEQTA platform

General

- Sorting and maintaining lost property items
- Collate and co-ordinate Pre Screening notes for the Community Nurse
- Collate and mail dental forms to the School Dentist Service
- Process student ID letters for obtaining drivers licences
- SmartRider ordering and updating of student information on Monitor WA
- Filing of materials

Other duties as directed by the Business Manager or Principal

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Display a strong dedication to customer service
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

People Management

Nil

Budget / Expenditure:

Nil

Significant Work Relationships

Internal

- Principal
- Executive staff
- Administrative staff
- Teaching staff
- Casual staff
- Students

External

- Parents/Caregivers
- Visitors to Georgiana Molloy Anglican School
- Medical Providers
- Health Nurses

Work Pattern

- 8:00am to 4:00pm
- Monday to Friday
- Term time only

SELECTION CRITERIA

Selection Criteria

Essential

- Minimum of three to five years' experience in a similar role
- Current Senior First Aid qualification (or previously completed)
- Strong verbal and written communication skills, with the ability to convey information clearly to students, staff and parents
- High level of attention to detail in data entry, documentation and record-keeping

Desirable

- Prior experience in a school environment
- Demonstrated experience in providing first aid in an educational or similar setting
- An understanding of Mandatory Reporting requirements
- Youth Mental Health First Aid qualification (not essential)
- Diabetes in School qualification

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion
- Ability to work both independently and collaboratively as part of a team
- Ability to work under pressure in a calm and methodical manner
- Well-developed communication and interpersonal skills
- Ability to use initiative
- Willingness to participate in ongoing training and professional development to stay updated on the latest first aid practices
- Good sense of humour with a positive outlook

ELIGIBILITY AND TRAINING REQUIREMENTS

1. Provide a National Coordinated Criminal History Check issued no longer than 6 months prior to commencing duties
2. Obtain or hold a current Working with Children Check

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child Protection Policies and Staff Code of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican school and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

| | | | |
|--|-----------------------|-----------|------|
| Principal | Mr Brad Evans Name | Signature | Date |
| Administrative Assistant Student Services | Name | Signature | Date |

Georgiana Molloy Anglican School is a child-safe environment