



Senior First Aid and Administration Officer

Role Description

Reports to: HR/Office Manager

Classification: Education Support Officer Category C, Level 2 (*Catholic Education Multi-Enterprise Agreement 2022*)

Employment Status: Full-time

Position Description

The Senior First Aid and Administration Officer ensures the effective delivery of first aid services and provides administrative assistance. This position works closely with the Risk and Compliance Officer to ensure the school meets all first aid and health-related compliance requirements. It aligns with the school's mission to foster a safe, supportive, and inclusive Catholic environment.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

Qualifications and Experience

- Current Senior First Aid Certificate and CPR certification
- Anaphylaxis Verifier Certificate desirable
- Experience in data analysis and reporting, preferably within a school setting
- Demonstrated ability to support and assist with large-scale events

Key Responsibilities

First Aid Services

- Provide prompt first aid support to students, staff, and visitors, including emergency care
- Ensure first aid coverage, requirements and risk controls are in place for all school activities, including excursions, camps, and events
- Ensure medication is administered in accordance with school policy and documented consent requirements
- Maintain accurate, up-to-date and secure records of first aid incidents, medication administration, and student health plans
- Ensure the first aid areas are clean, well-stocked and compliant with relevant health and safety regulations
- Maintain readiness of emergency kits and first aid supplies across the school
- Assist with the preparation of medical briefings for staff, including camps, excursions, and school activities
- Work in conjunction with the Risk and Compliance Officer to ensure the school's first aid policies and practices meet all regulatory requirements
- Provide guidance to staff on managing medical conditions, including anaphylaxis, asthma, and other health-related needs

- Communicate effectively with parents/guardians, emergency services, and external health providers regarding student health needs as required
- Complete Medical Condition Risk Management Plans with students each year and communicate these appropriately

Student Wellbeing Support

- Monitor and assist students with ongoing health issues or injuries during school hours
- Provide guidance to staff on health-related procedures in line with school policies

Attendance Monitoring and Analysis

- Analyse individual and school-wide attendance trends to inform decision-making and support pastoral care initiatives
- Generate detailed attendance reports and work collaboratively with Year Level Team Leaders and House Leaders to address persistent attendance concerns

Event Support

- Assist with major school events, such as Open Day, International Women's Day Breakfast, and Graduation
- Where required, provide on-site first aid and logistical support to ensure events run smoothly

Administrative Duties

- Maintain and update student records and databases related to attendance and health
- Manage correspondence with families regarding attendance, health, and wellbeing concerns
- Support general office tasks, including filing, relief reception duties, and resource management

Compliance and Training

- Ensure health and safety compliance, including adherence to first aid and wellbeing policies
- Collaborate with the Risk and Compliance Officer to monitor, review, and update first aid protocols and training requirements
- Participate in professional development to maintain current first aid and administrative expertise

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College
2. A commitment to the Catholic ethos of the College
3. Experience in administration and first aid
4. A commitment to continuous improvement and professional development in first aid, compliance, and administration
5. Contribute to achieving high standards of compliance, accuracy in reporting, and effective delivery of first aid and administrative services
6. Strong interpersonal and communication skills, with the ability to engage effectively with students, staff, and families
7. Excellent organisational skills, with the ability to multitask and maintain attention to detail
8. Analytical mindset for interpreting attendance data and reporting trends
9. Proficiency with administrative systems, databases, and reporting tools
10. Operate in accordance with VRQA minimum standards and school registration requirements
11. Compliance with Occupational Health and Safety Act 2004 (Vic) and guidelines from WorkSafe Victoria
12. Adherence to Child Safe Standards (Victoria) and all child safety obligations
13. Follow College policies and procedures