

# FIRST AID OFFICER

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Deputy Principal</b>
<b>Status:</b>	<b>Casual</b>
<b>Salary:</b>	<b>General Staff Level 3</b>
<b>Location:</b>	<b>Cross Campus</b>
<b>Prepared:</b>	<b>February 2023</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 an 8-hectare 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. At Donnybrook, the first cohort of Year 7 classes have commenced to inaugural secondary students.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. Last year, the first classes for the new campus commenced and are accommodated at the Donnybrook campus, to soon move to the new site in Term 2.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) 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 First Aid Officer's responsibilities encompass the whole school, over all campuses and includes all staff and students. Upon commencement, this position will be based at the Mt Ridley campus with the requirement to travel to other campuses or other locations as directed by the Deputy Principal.

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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
- Communicating with parents to ensure 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 updating records of student medical conditions and allergies
- Producing student reports for camps, excursions etc as required
- Maintaining resources, equipment and stocks relating to student health and first aid
- Organising and assisting 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 health issues
- Ensuring that student medication accompanies students when they are off campus during the School day
- Monitoring the contents and usage of first aid kits at the School
- Attending training programs and sharing any important updates with staff
- Attending General staff and whole staff meetings, as required
- Documenting incidents and notifying the Deputy Principal and the Risk and Compliance Coordinator as necessary
- 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 as 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.**