



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	First Aid & Administrative Assistant
<b>Classification</b>	Full Time (Fixed Term – Until End of 2022) Potential for On-going
<b>Category</b>	Category C
<b>Report</b>	Deputy Principal Staff & Operations Administration Coordinator
<b>Conditions</b>	Victorian Catholic Education Multi Enterprise Agreement 2018
<b>Membership</b>	College Administration Team

## Purpose of the Position

The First Aid & Administrative Assistant is responsible for the day-to-day operation of the First Aid facilities at the College. In collaboration with the First Aid Officer, they form a key point of contact for first-aid related matters and will consult with relevant stakeholders to ensure the efficient operation of the College First Aid management processes and procedures, including those relating to COVID-Safe practices.

In collaboration with the first aid officer, the First Aid & Administrative Assistant will be responsible for the creation and maintenance of first aid related information and compliance documentation, including delivering staff professional learning for best practice in the First Aid area. The First Aid & Administrative Assistant will provide administrative assistance to the Administrative Support Team and Executive Leadership Team.

As a member of the College staff, the First Aid & Administrative Assistant will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The First Aid & Administrative Assistant will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

## Key Contacts

- Administration Coordinator
- Deputy Principal Staff & Operations
- Deputy Principal Student Wellbeing
- First Aid Officer

## Key Roles and Responsibilities (First Aid Duties)

In consultation with the First Aid Officer, the First Aid & Administrative Assistant will:

- Provide first aid assistance to students and staff
- Manage the first aid budget and supplies
- Maintain a clean and safe first aid area
- Ensure all medicine is stored and recorded appropriately
- Update and publish register of Anaphylactic and Diabetic students in relevant areas of the school and in online areas as appropriate
- Administer medication when required

- Liaise with parents
- Update MACS Incident Notification and Accident/Worksafe Incidents following all relevant protocols
- Record first aid details on SEQTA for any assistance administered to students
- Print out medical reports for excursions as per excursion procedures
- Prepare and maintain excursion bags
- Ensure policies and procedures are maintained and updated when necessary
- Facilitate staff professional development in areas relating to first aid
- Maintain staff records of compliance with regard to first aid related matters
- Follow up the ongoing management of records on the Operoo platform (e.g. those that are incomplete or outdated)
- Other duties as required by the Principal and Deputy Principals.

### **Key Roles and Responsibilities (Reception Duties)**

The First Aid & Administrative Assistant will provide reception relief as part of their role. These duties may include:

- Open front office and switchboard (read messages) at the start of each day
- Attend to telephone and reception enquiries from parents, students and visitors to the College, including enrolment enquiries of a general nature
- Liaise with suppliers and signing receipt of deliveries
- Organise couriers and delivery of items as requested
- Assist with the purchasing of office supplies, including stationery
- Organise the franking and posting of outgoing mail on a daily basis
- Print, photocopy and distribute College documentation
- Produce documentation for administrative purposes
- Assist attendance officer with attendance processes
- Monitor and organise processes for lost property
- Make announcements over the public address system as required
- Prepare two-way radios for yard duties
- Assist the School with data entry requirements, proof reading and function organisation as required
- Use the College Learning Management system to record aspects of student data and follow up with discrepancies in attendance reports
- Other duties as required by the Principal and Deputy Principals.

### **Key Roles and Responsibilities (General Administrative Duties)**

The First Aid & Administrative Assistant will provide general administrative assistive support to the Executive Leadership Team. This will include, but is not limited to:

- Assist the Deputy Principal Staff & Operations with the collection of compliance related certifications
- Oversee aspects of excursion documentation, including use of the Operoo platform
- Print report
- General printing, photocopying and archiving of documentation
- Other duties as required by the Principal and Deputy Principals.

## Communication Standards

The First Aid & Administrative Assistant will demonstrate a high standard of communication, including being able to:

- Liaise with students, staff, parents and the community regarding issues in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication
- Build and sustain positive relationships with staff, parents and students.

## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

## Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College
- Enthusiastic and highly motivated to contribute
- Operate effectively in a team environment
- Maintain high work standards with minimal supervision
- Flexible and able to operate effectively in a changing environment
- Working with Children Check for Victoria and National Police Record Check required
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines, manage competing tasks with a high level of attention to detail
- First Aid qualifications (Minimum Level 2)

## Key Selection Criteria

- Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation
- Excellent oral and written communication skills, with ability to cater to different audiences
- Highly developed initiative and ability to think strategically
- Capacity to operate effectively in a team environment with competing priorities
- Relevant First Aid qualifications

## Child Safety

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## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

## Application Procedure

Please email your cover letter, curriculum vitae and detailed response to the key selection criteria to the College Principal, Mr Jamie Madigan [employment@crccs.vic.edu.au](mailto:employment@crccs.vic.edu.au)

**Applications close:** Wednesday 15 June 2022, 3:00pm