

**Position Information Document  
EDUCATION SUPPORT OFFICER (ESO)**



**SENIOR FIRST AID  
ADMINISTRATOR**

**Name:**

**Commencement:** ASAP

**Concluding:** Friday, 10 December 2021

**Position Title:** Senior First Aid Administrator – ESO

**Grade:** Grade 2 + Senior First Aid Allowance

**Stream:** Administration

**Employment Type:** Replacement Contract

**Fraction Time:** Full Time during school term  
37.5 hours per week (usually working 42/48 weeks across a full year i.e. 0.875 FTE)

**Reports to:** Office Manager and Safety Risk and Compliance Officer/Business Manager  
*All positions ultimately report to the Principal*

**Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2017.**

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**1. BROAD PURPOSE**

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The Senior First Aid Administrator is responsible for providing primary healthcare and first aid assistance to members of the College community, modelling behaviours that support the College's commitment to safety and student wellbeing.

**2. SPECIAL CONDITIONS**

Additional time worked (overtime) is to be pre-arranged and pre-approved by the Business Manager in accordance with College policy.

**3. KEY WORKING RELATIONSHIPS**

- Principal and Leadership Team
- Business Manager
- College Staff
- College Students, Parents and Caregivers

# Position Information Document

## SENIOR FIRST AID ADMINISTRATOR

### 4. KEY RESPONSIBILITIES

The role of the Senior First Aid Administrator is to undertake the following First Aid and Administrative duties:

#### First Aid

- Deliver First Aid to all members of the College community as required, maintaining appropriate confidentiality.
- Provide treatment under pressure and manage difficult situations in a calm manner.
- Maintain accurate attendance records of all students presenting to First Aid.
- Maintain accurate records of all medical treatments, first aid provisions and accident/incident reports within SEQTA Health Centre in accordance with CESA Safety Manual policies and guidelines.
- Ensure First Aid rooms are clean and adequately stocked.
- Prepare emergency contact and medical information for events such as camps, retreats and year level and College events.
- Maintain College First Aid Kits including provision of kits for collection by coaches and teachers for use on sporting teams, excursions and camps.
- Liaise with families with respect to student First Aid requirements, manage student medication register and ensure safe storage of student medication and confidential medical plans.
- In Term 4, review adequacy of student medical documentation and follow-up in readiness for the year ahead.
- Liaise with parents and College staff as appropriate regarding any wellbeing concerns identified through dealings with students.
- Liaise with College Leadership regarding perceived student behaviour which may cause risk of injury or incidents; notifications to emergency services; and the implementation of emergency procedures.
- Serve as a member of the WHS Committee.

#### Administration

- Assist the Receptionist by promptly attending to incoming telephone calls in a professional manner: forward calls to appropriate staff members and accurately record and distribute messages when staff members are unavailable.
- Provide accurate information to callers and visitors regarding College events and services.
- Answer queries from parents and follow up with the appropriate members of staff as required.
- Maintain professional communication with all students, parents, staff, the wider community and other visitors to the College.
- Provide recess and lunch relief for Student Services and Front Office Reception coordinating times outside of student recess and lunch periods as requested by Office Manager.
- Assist with the completion of data entry for staff training records.
- Action emergency evacuation/lock down procedures as required as an Emergency Warden.
- Assist Administration team members as required.
- Perform any other duties as required from time to time as requested by the Office Manager, Business Manager or Principal.

### 5. PROFESSIONAL RESPONSIBILITIES

- Understand and implement Gleeson College behavioural management strategies and policies.
- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures

## Position Information Document

# SENIOR FIRST AID ADMINISTRATOR

- Complete any administrative tasks accurately and on time including record keeping.
- Ensure that confidential information is maintained and act with discretion and decorum at all times.
- Participate in professional development/training activities as required.
- Attend all meetings and events as requested by the Office Manager, Business Manager or Principal.
- Follow First Aid management, training and reporting within the policies and guidelines of the CESA Safety Manual – First Aid, including providing First Aid to students and staff as reasonably requested and required.
- Develop and maintain effective professional relationships with staff, students, parents and visitors.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Promote and speak well of Gleeson College and its staff at all times, addressing any personal concerns with line managers or Principal as required.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.

## 6. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

## 7. SPECIFIC REQUIREMENTS

### Essential skills and attributes:

- High level knowledge and experience in delivery of First Aid.
- The ability to communicate calmly, confidently and effectively with emergency services personnel, students, parents/caregivers, and College staff regarding injuries and incidents.
- The ability to observe, document and accurately report with respect to medical, social and emotional issues.
- The ability to prepare detailed incident reports, and provide support to assist with the resolution of incidents.
- The ability to act calmly in the face of adversity or emergency.
- High level proficiency in Microsoft Office Suite/Office 365.
- A high level of attention to detail.
- Excellent interpersonal, communication and collaboration skills with an open and friendly disposition.
- The ability to establish positive relationships with staff, students, parents and visitors and communicate effectively with people from a range of backgrounds.
- The ability to work both autonomously and as part of a team.
- A flexible approach, good organisational skills and the ability to manage competing tasks and timelines in a timely manner.

**Position Information Document**  
**SENIOR FIRST AID ADMINISTRATOR**

**Acquire and maintain:**

- Clearance to work in Catholic Education and Current DCSI/Working with Children Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- Senior First Aid Certificate.
- Emergency Warden Training.

**Desirable criteria:**

- Mental Health First Aid Certificate.
- Experience in an education environment.
- Current driver's license.

**8. PERFORMANCE REVIEW**

The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time; consultation will occur between the employer and the employee to ensure that the PID is accurate.

**SIGNED**

**Principal or Delegate:**  ..... **Date:** 9 April 2021

**Employee:** ..... **Date:**