



First Aid and Administration Officer

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

Applications are invited for an appropriately qualified and experienced **First Aid and Administration Officer** to join our administration team at the College.

The Position

The First Aid and Administration Officer supports the mission, vision and values of Parade College community, providing health support and first aid services to fulfil the College's duty of care to students and staff.

The First Aid and Administration Officer works collaboratively with team members to ensure effective and efficient administration of First Aid services to students at the Preston Campus. The First Aid Officer ensures that the First Aid Office is a welcoming, supportive, effective, and efficient environment for students and staff.

The key responsibilities and duties of the role include:

- To attend student, staff and visitor emergency and non-emergency situations in a calm, caring and compassionate manner whilst modelling the College's Vision and Values in providing first aid as required;
- To support the education of and information dissemination to Parade College staff about all health conditions of students for the purpose of enabling students to fully participate in College life;
- To ensure all first aid supplies and kits, and medical records and reports are updated and current;
- To support the College in ensuring that First Aid policies and procedures are compliant with current regulations.

This is a full-time ongoing position based at the Preston Campus of the College. This position attracts seven weeks' school holidays. This position is classified as an Education Support Employee Level 2 position attracting an annual salary within the range \$56,077 to \$71,817 per annum plus superannuation.

The ideal candidate will demonstrate:

- Demonstrated previous experience in a similar busy First Aid / Health Care environment;
- Current First Aid Level 2 qualification, with Anaphylaxis and Asthma Accreditation;
- Sound knowledge of Child Safeguarding, Mandatory Reporting requirements and Work Health and Safety legislation as it applies to a school/College setting or similar;

- Demonstrated knowledge of relevant legislation, regulations and guidelines;
- Demonstrated high ability in the use of a range of computer applications include Microsoft Office and database systems;
- Excellent written, oral and interpersonal skills, with a high level of accuracy and attention to detail;
- The ability to work independently and as well as collaboratively in a team environment to achieve shared outcomes and results;
- The ability to liaise effectively with a range of stakeholders to establish and maintain strong and productive working relationships.

Working at Parade College:

- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Onsite allocated car park space;
- Pay and conditions set by a state-wide enterprise agreement, and
- The satisfaction of contributing to the educational development and safety of our young people.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a solid understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for School Officer** form available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, and addressed to the Principal.

Applications close at 4pm, Monday 13 February 2023 (*Interviews may be held during the application period*).

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	First Aid and Administration Officer, Preston Campus
Reports To	Principal; Assistant Principal, Partnerships and Organisation; Director, Preston Campus

PRIMARY PURPOSE & AIMS

The First Aid and Administration Officer supports the mission, vision and values of Parade College. They are responsible for the School's first aid provision to students at the Preston campus, supporting the College's first aid compliance and maintenance of first aid supplies, support of the campus reception, as well as other administration support to the Campus Director.

As a member of a highly professional Preston campus staff team, the First Aid and Administration Officer works collaboratively with team members to ensure effective and efficient administration of First Aid and administration services.

The First Aid Officer ensures the First Aid Room is a welcoming, supportive, effective, and efficient environment for students, staff, and visitors.

STATEMENT OF DUTIES	
First Aid Officer, Preston Campus	<ul style="list-style-type: none">• Attending to unwell or injured students.• Communicate with parents as necessary to ensure all health information is up-to-date and accurate.• Advising the Assistant Principal, Partnerships and Organisation and the Director of Preston Campus when health issues need to be communicated to the wider school community.• Maintaining records of attendance at First Aid, including relevant notes.• Maintaining and updating records of student medical conditions and allergies.• Producing student reports for camps, excursions and others as required.• Maintaining resources, equipment and stocks relating to student health and first aid.• Ensuring that all staff members receive up-to-date information about students with particular/serious/chronic health issues.• Ensuring that student medication accompanies students when they are off campus for any reason during the School day.• Responsibility for the contents and usage of first aid kits at the School and when students and staff are involved in excursions or co-curricular activities.• Responsibility for documenting incidents and assisting in the notification of the incident to the relevant authorities.• Other duties as requested by the Principal/Assistant Principal, Partnerships and Organisation.
College First Aid Compliance	<ul style="list-style-type: none">• Together with the First Aid Officer, Bundoora Campus, support the Assistant Principal, Partnerships and Organisation to ensure College First Aid policies and processes are compliant with current regulations and

	<p>ensure that relevant student medical conditions are communicated appropriately to staff.</p> <ul style="list-style-type: none"> • Attending training programs and share any important updates with staff.
Administrative Duties	<ul style="list-style-type: none"> • Support the Preston Reception; backfill as required. • Providing administrative assistance as required by the Assistant Principal, Partnerships and Organisation and/or the Director of Preston Campus. • Support of the Daily Administration Team to ensure teaching staff are made aware of updates to staff coverage during the day.
Other Duties	Other duties as directed by the Principal and/or Assistant Principal, Partnerships and Organisation.
KEY PERFORMANCE INDICATORS	
<ul style="list-style-type: none"> • Duties implemented to the satisfaction of the Assistant Principal, Partnerships and Organisation and the Principal. • Build and maintain strong relationships with staff, students, parents and the community • Be open to professional development, researching areas of compliance relevant to directions provided in the school's strategic plan. • Continued development of ICT skills as technologies evolve • Capacity to empathise with staff and find satisfactory resolutions. • The ability to work as an effective member of a team across both campuses. 	
POSITION REQUIREMENTS	
Skills and Qualities	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Friendly and warm disposition • Welcoming and helpful personality • Ability to coordinate the delivery of multiple tasks • Ability to interact positively with staff, parents and students • Ability to work effectively under pressure and problem solve • Loyalty to the College and its staff • Ability to work flexibly across a multi campus environment • Ability to work confidentially as appropriate • Support of College policies and strategic direction
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work. • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards • A working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School
Selection Criteria	<p>The qualifications, experience, and skills required for the position ideally include:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Successful completion of the required Provide First Aid Qualification together with demonstrated work experience in a similar role or responsibilities. 3. Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a courteous manner.

	<p>4. Well-developed interpersonal skills including organisation and communication, with the proven ability to work effectively, independently and collaboratively, as part of a team.</p> <p>5. Highly developed administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines, problem-solving and analytical skills.</p> <p>6. Commitment to ongoing professional learning.</p>
TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • Terms and conditions will be as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Education Support Employees Level 2. Salary is set out in the Agreement according to years of experience and qualifications. • The position is full-time with school holidays (<i>all school holidays or seven weeks negotiable</i>). • The position reports to the Assistant Principal, Partnerships and Organisation and the Director, Preston Campus. • The position will, from time-to-time require attendance outside normal hours. • The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Childs Protection Policies. 	