

Northside Christian College

ADMINISTRATION

Position Description – College Administration Assistant – Health

Position Purpose

To provide oversight of the College's Health Room, and assistance to the College Administration team with general administrative tasks.

Accountability

To the Office Manager

Relates To

Office Manager, College staff, students, parents and the general community

Supervises

Nil

Conditions

This is a part-time term-time position (8.30-2.30pm weekdays during school terms).

Leave will be pro-rata at four (4) weeks per year of service as well as 10 days sick leave per year of service.

The Superannuation Guarantee will apply to this position as well as standard Long Service Leave provisions.

Remuneration

As provided by the Educational Services (Schools) General Staff Award 2010 and detailed in the Letter of Appointment.

Personal Attributes and Standards

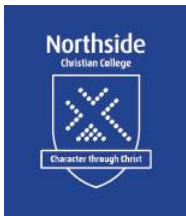
Every College employee must have a personal faith and commitment to Jesus Christ and is to be in regular fellowship and good standing with a local Christian church. Traditional Christian values must be lived out and exhibited daily.

The appointee must:

- be a regular attendee of a local Christian church and must ensure that he/she maintains a personal commitment to faith and belief in the Bible, consistent with the College's Statement of Faith;
- demonstrate an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships;
- have the ability to accept authority and carry out directives;
- have a willingness and commitment to know the organisation and support its mission and vision;
- demonstrate a sincere commitment to the Principal and Senior Staff in the exercise of their roles.

Skills and Competencies

1. Exemplary oral communication and inter-personal skills, including the ability to communicate effectively with a broad range of clients
2. Excellent organisational and time management skills
3. Confident computer use with competency in MS Office, together with Database management
4. Ability to exercise a high degree of tact, diplomacy, confidentiality and discretion
5. Proficiency in all areas of general office administration
6. Ability to work as part of a team
7. Ability to work independently with minimal supervision
8. Ability to demonstrate a Christian World View



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Responsibilities and Duties

- Oversight of and responsibility for the College's Health Room and general first aid requirements
- Oversight and responsibility for the student Medical Action Plans
- Oversight of Incident Reports and other reporting requirements
- Oversight of Health room supplies and materials, including health preparations for excursions, camps etc.
- Supplying of relief to the College Reception desks as required
- Assist at College events (both day and evening) as required
- Follow College workplace health and safety policies and procedures
- Take reasonable care for your own and others' hygiene, health and safety
- Follow College Workplace Health and Safety policies and procedures
- Perform other duties as may be nominated by the Office Manager

Standards

- All work will be performed in a professional manner, consistent with the high standard of the College.
- All information with and between clients should be handled discretely and confidentially.
- Procedures are to be followed as set out by the Office Manager, ensuring an up-to-date Procedures Manual is maintained.
- All work and documentation will be presented in a neat and accurate manner.
- Maintaining office in a clean and tidy manner.
- Punctuality.
- Dress will be professional, neat and modest at all times.

Requirement

- Hold a current Employee's Blue Card (or willingness to apply)
- Hold a current industry approved First Aid Certificate

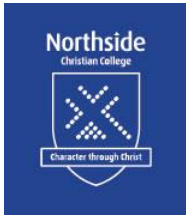
Role Specific Tasks (and Duties)

Student Related Duties

- Administering appropriate first aid to students after checking TASS student medical data
- Monitoring students admitted to Health Room, following Health Room procedures
- Administering medication to students as directed by parents in writing
- Ensuring all student epi-pens and medication held at the College are in date, with reminders and follow-ups to parents as required.
- Liaising with grounds staff in a medical emergency to ensure priority access for emergency vehicle
- Ensuring appropriate Incident Report paperwork is completed and authorised for any reported WHS incident or accident.

Medical and First Aid Oversight

- Oversight of the College's Health Room:
 - Maintaining the Student medical database in TASS
 - Coordinating and input into TASS data base of the Medical Action Plans for high risk students
 - Ensuring Incident Reports are followed through with entry on TASS files and any high level incidents are reported to the Principal's Office
 - Maintaining a high level of hygiene (daily cleaning of surfaces, changing of bed linen etc.)
 - Maintaining adequate first aid supplies
 - Management of medical incidents/injuries on SYSAID
 - Liaising with Food and Fibre Department aides over laundering of Health Room linen
 - Ensuring appropriate evacuation of Health Room in emergencies.



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- First Aid Needs and Supplies:
 - Stocking, maintenance, auditing and tracking of First Aid Kits
 - Coordination of the annual first aid training for staff as required
 - Coordination of the flu vaccination for staff (if required).

Reception Relief Duties

- Attending to incoming, outgoing and internal telephone calls and messaging as appropriate/required.
- Welcoming visitors and ensuring they are directed to the appropriate area and/or staff member.
- Welcoming of and answering enquiries from parents, students, staff and visitors.
- Word processing, database entry and management, scanning, filing and other duties as required.

General Duties

- Assisting with events as required

Events

Assist as required at events such as:

- Family Administration Days
- Grandparents' Days
- Senior School Graduation & Awards Evenings
- Other College Functions (both day and evening) as required by Office Manager

Other Duties

- Undertaking Professional Development (as directed)
- Other duties as required by the Office Manager.