

**POSITION DESCRIPTION**  
**School Officer – First Aid (Student Welfare) – Level 3**



**QUALIFICATIONS:**

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position is desirable. The applicant must hold a Senior First Aid Qualification.

**TYPICAL DUTIES/SKILLS:**

Typical duties performed include, but not limited to:

- Carry out a wide range of clerical duties at an advanced level, typing, word processing and maintaining manual and computerized records.
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.
- Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes.
- Maintain established central filing / records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records; distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files.
- Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.

**Currently performing the following tasks in this position:**

- undertake the initial management of injured persons to a level that is consistent with their level of training and competence;
- liaise with staff in regards to first aid needs for excursions, camps, sports
- dispensing and accurate recording of medication to students
- overseeing the students in and out of sick bay
- stocktake, replenish and ensure first aid kits around the College and in College vehicles are compliant with WH&S guidelines
- recommend to the Principal/Business Manager that medical assistance be sought when the first aid required for an injured person is beyond the level of training and competence of first aid personnel available.
- supervise or arrange for the supervision of the injured person until no further first aid is required or until the injured person is taken into the care of ambulance or medical personnel or, in the case of a student, parent or person with legal responsibility for the student;
- adhere to adequate infection control procedures whilst administering first aid;
- record first aid treatment;
- liaise with parents to ensure appropriate paperwork is maintained at the College
- report any hazard or incident to the workplace health and safety officer and/or principal.
- respect the confidential nature of any information provided during the course of administering first aid
- maintaining professional standards at all times
- other duties as directed by the College Business Manager/Principal

**Characteristics:**

- Professional – accurate
- Competent – knowledgeable
- Takes Initiative – Plans, organises and coordinates
- Maintain high level of Confidentiality