



## First Aid Officer

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1000 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

In a recent School Review the College was described as a “positive, joyful community where the care of students was paramount”.

The College is seeking a motivated, reliable and compassionate person to join our Student Services team. Applicants must be able to support the College’s Christian values and have a high level of comfort with change and be flexible and willing to be involved in a range of activities.

### Position Summary

The role of the First Aid Officer is to provide a high level first aid service to all students at Oran Park Anglican College. This includes providing senior level first aid to all students, administering and monitoring medications, ensuring the first aid clinic is stocked, complying with Australian Work, Health and Safety standards and recording and reporting WHS data. The role will be required to undertake reception and general administrative duties as required.

<b>Reports to:</b>	Student Services Coordinator
<b>Status and Hours:</b>	Full time (Term Time), Permanent position  Standard hours are Monday to Friday 8.00am – 4.00pm, although an understanding is required that the role will require greater hours than this, including attendance at full staff meetings held each term and other after hour events (with notice).
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Commencement Date:</b>	Term 1 2023
<b>Dress Code:</b>	An Oran Park Anglican College uniform is provided for this position.

#### Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education

#### Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.

## **Major Responsibilities**

The First Aid Officer is responsible to the Student Services Coordinator for providing compassionate, efficient and effective first aid service to students. The responsibilities include but are not limited to:

- Creating a welcoming and supportive environment for students attending the Sick Bay and Student Services.
- Providing general health care to students as appropriate to their needs and situation.
- Providing first aid treatment to the College community.
- Administering medication to students, which is supplied by parents/guardians.
- Liaising with parents/guardians, teachers, support and executive staff as necessary about the health needs of students.
- Manage and update management plans for students with medical needs.
- Manage Health Care plans for School Excursions and Camps
- Assisting with the development and implementation of health-related policies and procedures e.g. administration of student medication.
- Maintaining accurate and up to date records of students with anaphylaxis, asthma and other chronic conditions.
- Liaising with staff about first aid requirements on excursions and at sport activities.
- Participating in ongoing professional development of self and other staff members in relation to first aid and health plans for students.
- Ordering of all medical supplies.
- Following up and updating medicare numbers.
- Assisting with NCCD data collection.
- Arranging student immunisation and staff influenza injections.
- Ensuring that emergency medical and first aid equipment is current, safe and functional.
- Assisting with the planning of events as required (medically).
- Providing administration support for the Student Reception as required.
- Working collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community.
- Attending College functions as required with notice

## **Professional and Personal Attributes**

The First Aid Officer calls for a calm and caring professional person with the capacity to work in a dynamic school environment to provide first aid and clerical support within the Student Services environment. Essential personal and professional attributes for this role include;

- A committed Christian and an active member of a church.
- First Aid qualifications including CPR and anaphylaxis training and experience in administering first aid.
- Ability to exert calm authority in a medical emergency situation and communicate clearly and calmly under pressure.
- Warm, welcoming and friendly personality, able to empathise with members of the College community with a high degree of confidentiality.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail.
- Computing skills including the use of internet and email and the ability to utilise MS Outlook, Word, and Excel.
- Ability to work independently and collaboratively as required.

## **Desirable Criteria**

- Previous work in an educational setting.
- Experience using school management systems, particularly Edumate.

## Additional Information

**Salary:** In accordance with the Independent Schools NSW/ACT Standards Model (Support and Organisation Staff) Multi-Enterprise Agreement 2021

**Child Safety:** Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

**WHS:** Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training.

**Note:** All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

## The Application Process

Applicants are required to:

- Complete the "Application for employment – Non Teaching" form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins  
Principal  
Oran Park Anglican College

Email [employment@opac.nsw.edu.au](mailto:employment@opac.nsw.edu.au) – one PDF document

Website [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

**Applications close 21 October 2022**

Interviewing and appointment may occur prior to closing date