

Status:	Permanent 42 weeks per annum (Term time + 2 weeks, 1.6 weeks at beginning of year & .4 during term holidays) 31.25 hours per week over 5 days (9:00am – 3:45pm) General Staff: Grade 2 Year 1 \$53,378 per annum
Commencement date:	23rd June 2025 (Week 9, Term 2)
Area of appointment:	Office Reception & Administration
Position reporting to:	Office Coordinator & Business Manager
Pre-requisites: (Please provide a copy with your application)	These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:- <ul style="list-style-type: none"> <li>• Current Working with Children Check</li> <li>• Current Responding to Risks of Harm, Abuse &amp; Neglect Certificate</li> <li>• Current First Aid Certificate (HLTAID0012 level preferred)</li> <li>• Current Driver's License</li> </ul>

### Introduction

HILLS is seeking a suitably experienced and enthusiastic applicant to undertake the role of First Aid and Front Office Administration Officer commencing Monday 23rd June. The First Aid and Front Office Administration Officer plays a pivotal role in ensuring the health, safety, and well-being of our students. This role encompasses the dual responsibility of providing immediate first aid assistance to students, together with all medical related tasks and supporting administrative duties essential for the smooth functioning of the school. A sound knowledge and confidence in providing first aid and high level of professionalism, confidentiality and an enthusiastic approach to working are key components in carrying out this role.

We are looking for candidates:

- whose personal Christian faith, is reflected in his/her daily living
- who will support the Vision of the School as stated in the Constitution
- who can enhance our existing strong culture of community
- who have the ability to work cooperatively and harmoniously as part of a team
- who possess a high degree of attention to detail and the ability to multitask
- who have a pleasant, welcoming, and caring personality
- who are able to be flexible and capable of fulfilling a variety of roles

**Key Responsibilities**

## First Aid:

- First response for student medical treatment and documentation.
- Assess and prioritise medical needs, taking necessary actions to stabilise individuals until professional medical assistance arrives.
- Whole school medicine audits administration and correspondence with parent community.
- Review medical and first aid policies as required.
- Monitor and ensure there is enough stock of band aids, bandages and other first aid equipment.
- Monitor and update class medical reports and class first aid bags at the beginning of each term and at the commencement of each new student.
- Maintain medication and action plan spreadsheet, and follow up parents/ caregivers regarding expired medication and action plans.
- Monitor and update EpiPen and allergy information at the beginning of each term and at the commencement of each new student.
- Develop & implement anaphylaxis individual management plans.
- Have medications and medical / emergency contact information ready for excursions and camps and whole school camp medicines administration.
- Arrange bi-annual first aid audit/re-stock with Accidental Safety.
- Administer daily medication as needed medication (dexamfetamine, methylphenidate and lisdexamfetamine) including asthma inhalers.
- Clean the First Aid Room throughout the day and end of day.
- Stay updated on current first aid practices, guidelines, and regulations through ongoing professional development.

## Administration / Reception Support:

- Assist with office administration duties and phone enquiries when office staff are having breaks on both Primary and Secondary campuses or when not attending to first aid duties.
- Assist with School Stream consent/permissions.
- Assist with Teacher's Aide requests.
- Provide support for recording of school absences.
- Filing and data entry as required.
- Provide word processing and clerical support.
- Attend meetings and functions as required.
- Participate in the School's on-going professional development programmes.
- Be willing to participate in the devotional life of the School.
- Any other duties as directed by the Office Manager, Business Manager or Principal.

**Work, Health & Safety (WHS):**

- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- Participate in Evacuation Drills as instructed by the Executive Leadership Team.
- Assist the Attendance Auditor in the absence of the Primary Admin & Reception Officer in Evacuation Drills

**Key Selection Criteria**

- A personal Christian faith, which is reflected in their daily living
- Previous experience in a similar role, preferably in an educational or healthcare setting
- Certification in First Aid and CPR and a proven ability to carry out First Aid confidently and effectively
- Relevant experience/skills required to perform administrative duties, including a sound knowledge of the Office 365 suite of applications
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure
- Pragmatic demonstration of integrity and flexibility to serve others to a high degree
- An ability to communicate professionally with staff on a range of matters associated with the activities and operations of the school both orally and in writing
- Meet strict confidentiality requirements in relation to all students/staff/families and school operations in general