



Student Services | First Aid Co-ordinator

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Practice

- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Participate in professional learning, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description will be relied on as a framework for professional review.

Role	Student Services First Aid Co-ordinator
Campus	Senior
Department	Administration
Line Manager	Business Manager (or as delegated)
Secondary Line Manager	Administration Manager (or as delegated)
Qualifications	<ul style="list-style-type: none"> □ Current registration and/or membership with relevant professional body (desired)
Skills, Knowledge & Experience	<ul style="list-style-type: none"> □ Minimum 2 years' experience working in schools and/or with children and adolescents in a first aid and/or medical professional capacity □ Strong understanding of WH&S theory and practice along with Injury and Risk Management □ Demonstrated experience and skills in administering First Aid □ A proactive "can do" attitude prioritizing safety at all times. □ Demonstrated ability to adapt and remain calm under pressure and in emergency situations □ Strong interpersonal skills and demonstrated ability to work both autonomously and collaboratively □ Demonstrated knowledge and experience in policy, process and procedure development □ Evidenced ability to communicate effectively with internal and external key stakeholders □ Evidenced strong organisation and time management skills □ Demonstrated strong Microsoft 365 skills, □ Experience with data management and reporting within a student management system (desired)
Role Profile	<ul style="list-style-type: none"> □ The First Aid Co-ordinator will be the face of the School's Secondary campus Student Services area where all secondary students needing sick bay, a School Counsellor, Chaplain or another member of the Wellbeing Team visit. □ The First Aid Co-ordinator primarily administers first aid and medication to students, manages first aid and medical data and triages unplanned student visits amongst planned student appointments. □ The First Aid Co-ordinator is responsible for providing consistent and appropriate first aid care as well as student administrative support if required, and ensuring it is provided, communicated and documented appropriately.
Role Function [daily tasks]	<p>The Student Services First Aid Co-ordinator, throughout their daily work practice, is expected to undertake the following, noting this is not an exhaustive list.</p> <ul style="list-style-type: none"> □ Provide First Aid by way of immediate response/triage to students who present at Student Services both unexpectedly and as scheduled □ Develop First Aid policies, procedures and processes

- Administer individual (incl. mental) health care plans (IHCPs) by (without limitation)
 - Updating information for modification of School programs to students' health needs
 - Monitoring student medication and health care plans, ensuring they are regularly updated
 - Identifying and attending to risk management issues arising from School activities
 - Producing and publishing annual information (or as needed, if requested) for students with health concerns/conditions
 - Updating and continuing to keep updated student health records
- Comply with documentation, legislative and policy requirements by (without limitation)
 - Participation in WHS meetings, as required
 - Managing the upkeep of required equipment/first aid supplies at various locations throughout the School
 - Managing the display of health promotional material throughout the School and on SchoolBox
- In collaboration with the Student Activities Coordinator, ensure individual student medical needs are met for all off-site School activities (e.g., EpiPen for excursion/camp)
- Manage first aid kits, ensuring sufficient and valid (non- expired) stock is always available
- Ensure appropriate records are shared to accurately record absences due to an illness or injury suffered by a student while at School
- Monitor the Student information on Schoolbox to ensure accuracy of the student's medical profile as appropriate
- Work discretely, effectively and efficiently in an open work environment which experiences constant interruption.
- Fulfil general Reception duties, as rostered
- Attend meetings and take, finalise and distribute meeting minutes as required
- Assist with other clerical and administrative tasks as required