ADMINISTRATION/FIRST AID OFFICER

ROLE
The primary role of the Administration/First Aid Officer will be to work with the Business Manager in developing, establishing and managing Administration and Finance resources, along with the Student Support Services of the College. As well as attending to the duties required within this ES range, specific roles will involve:

- Working as a key member of the Mount Ridley P-12 College Education Support team and contributing to the promotion of Mount Ridley P-12 College as an integral part of the community.

- The ability to manage multiple tasks and be a self starter. Personal qualities of objectivity, sensitivity and integrity, along with strong levels of initiative, will be required. The appointee will have excellent communication skills.

- Administer First Aid to students and staff.

- At the request of the Principal, perform duties that will assist in the delivery of improved learning and teaching practices and the efficient functioning of the College.

RESPONSIBILITIES

As well as performing the responsibilities required within this ES range, specific tasks will include:

General Administration

- Proficient use of administrative packages including CASES 21, 1st CLASS, and Recruitment Online; all facets of the Microsoft Office Suite of programs (including Outlook, Word, Publisher and Excel); and the internet (particularly Microsoft Internet Explorer). The appointee will be responsible for maintaining an efficient data and record storage system, including retrieving electronic data and producing routine reports as requested.

- Perform general reception duties, including visitor enquiries, and the collection and receipt of money from students and parents.

- Administer late, uniform and early leavers’ passes and student absences, including the follow up of unapproved student absences.

- Screen and route telephone calls, take and distribute telephone messages and organise parent/guardian meetings.

- Assist in the organisation of College events.

- Participate in team meetings, including writing up agendas and taking and distributing minutes to relevant personnel.
**Student Support Services**

- Maintain the College’s student medical conditions database. This will include liaising with and assisting staff with information regarding student medical conditions.

- Prepare medical correspondence according to College procedures (eg. Head Lice notices and proformas).

- Order and maintain First Aid supplies for the First Aid room and First Aid kits.

- Receive and record medications.

- Coordinate and administer First Aid.

- Contact parents and emergency services as required.

- Maintain an Accident Register and enter data according to DEECD requirements

- Organise and update photo medical alerts.

- Liaise with the Hume City Council to coordinate the immunisation program.

- Communicate with parents for the purpose of ensuring that student medical information is correct and up to date.

- Actively assist with the implementation of emergency management procedures.