



St Francis de Sales  
COLLEGE

## FIRST AID AND R-12 SUPPORT SERVICES

### Position Information Document

Stream	Resources	<input type="checkbox"/>	Admin & Finance	<input checked="" type="checkbox"/>			
	Curriculum	<input type="checkbox"/>	Boarding House	<input type="checkbox"/>			
	Early Childhood	<input type="checkbox"/>	Services	<input type="checkbox"/>			
	Other Professionals	<input type="checkbox"/>					
Grade: 2							
Employment Category							
Permanent	<input type="checkbox"/>	Replacement	<input checked="" type="checkbox"/>	Temporary	<input type="checkbox"/>	Casual	<input type="checkbox"/>
Hours worked per fortnight: 65 (8.30am – 3.30 pm, Mon - Fri)Term Time only							
Dates: ASAP – 10 December 2021							

#### BROAD PURPOSE

St Francis de Sales College staff are expected to work professionally and collaboratively with colleagues, parents and Catholic Education South Australia (CESA) personnel to maximise the learning and wellbeing of each student at St Francis de Sales.

The First Aid and R-12 Support Services ESO is the College's First Aid Officer and also works as member of the ESO *R-12 Support Team* to provide a range of services to assist the effective operation of the College R-12, including the specialist duties of First Aid and co-curricular sport, Leadership Team and POR assistance, hospitality, administrative and other general support services.

#### KEY WORKING RELATIONSHIPS

The First Aid and R-12 Support Services ESO is responsible to the Principal, and reports to the Principal through the Business Manager, through the Coordinator of the R-12 Support Team.

The First Aid and R-12 Support Services ESO works as a member of the ESO *R-12 Support Team*.

A close collaborative relationship exists with the Coordinator of the R-12 Support Team, given the overlap of work between team members and the need to provide cover in times of absence.

The First Aid and R-12 Support Services ESO maintains positive relationships with other support staff, teaching staff, students, parents/caregivers and visitors to the College.



St Francis de Sales College is a R-12 Catholic Co-educational College in the Adelaide Hills

FAITH | PERSEVERANCE | COMPASSION | INTEGRITY | RESPECT | WISDOM | JUSTICE

## DUTY STATEMENT

**The First Aid and R-12 Support Services ESO undertakes the following duties.**

The work priorities and specific tasks for carrying out the position's duties will be developed in discussion between the ESO and the Coordinator of the R-12 Support Team.

### First Aid

- Administer First Aid to students as required
- Maintain parent contact and record keeping
- Control management of student medicines as per Health Plans
- Manage the College First Aid room and supplies.

### R-12 Support Services

- Maintenance of College administration systems and student records, whilst ensuring accuracy and confidentiality at all times
- Management of enquiries and requests from students, parents and members of the community
- Provision of administrative and secretarial tasks to members of the Leadership Team
- Assistance with liaison and communication with parents and the wider community in line with College systems and protocols for these matters
- Assistance with the preparation of internal and external publications and information
- Participation in professional learning to strengthen professional performance
- Other duties as requested from time-to-time by the Coordinator of the R-12 Support Team, and/or the Business Manager, and/or the Principal.

## PERSON SPECIFICATION

### Skills and knowledge

- Demonstrated commitment to the Vision, Mission and Values of St Francis de Sales College
- Ability to work with under general supervision while working collaboratively with an ESO administrator
- Sound understanding of the administrative systems essential to effective school management
- Possession of sound written and verbal communication skills
- Demonstrated ability to work as an effective team member and to provide cover for other team members when needed
- Possession of high-level prioritising and time management skills and the ability to work to deadlines
- Demonstrated ability to learn and apply new concepts quickly

### Essential experience

- Successful experience in a broad range of administrative duties demonstrating competence in performing tasks involving a high degree of confidentiality, initiative and interpersonal skills
- Relevant experience in planning, organising and problem solving within a team environment
- Successful experience in the use and application of Microsoft Office suite programs

### Qualifications

- A Certificate 3 related to administrative work or the demonstration of related competencies
- Senior First Aid Certificate

### Specific requirements

- Approved Responding to Abuse & Neglect Training
- Current Working With Children Check
- Current Senior First Aid Training
- Police Clearance to work in Catholic Education



## Occupational Health and Safety:

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions and omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonable able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

*Please note: This Position Information Document seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this Position Information Document restricts management's right to assign or reassign duties and responsibilities to this job at any time*

It is a requirement of employment that you complete the [CESA Employment Declaration Form](http://www.stfrancis.catholic.edu.au/about/employment). Available at: <http://www.stfrancis.catholic.edu.au/about/employment>

### **Applications Close at 9:00am Friday 27<sup>th</sup> August 2021.**

Please submit an application, including covering letter, resume with the names of 3 current referees, CESA Employment Declaration Form, and a maximum of two page statement addressing the Duty Statement and Personal Specifications as outlined in the PID.

Applications should be submitted to: Ms Lisa Andrew

ATTENTION: Mr Paul McCabe - Business Manager

Email: [landrew@stfrancis.catholic.edu.au](mailto:landrew@stfrancis.catholic.edu.au)

Queries: Ms Lisa Andrew  
Executive Assistant  
8393 1035

