

## POSITION DESCRIPTION

### FIRST AID ASSISTANT

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category B Level 2	20 hours per week across five days - Monday to Friday: 10:30am – 2:30pm	<ul style="list-style-type: none"> <li>First Aid Coordinator</li> <li>Deputy Principal Staff and Compliance and</li> <li>Deputy Principal Students</li> </ul>
APPOINTMENT TERMS		
<ul style="list-style-type: none"> <li>Ongoing</li> <li>The conditions of the Catholic Education Multi Enterprise Agreement apply to this position</li> </ul>		

#### ABOUT THE ROLE

The First Aid Assistant performs a variety of functions to support the well-being of students and staff and is a member of the Student Services Faculty.

#### KEY RESPONSIBILITIES:

- Provide First Aid to students.
- Keep the Deputy Principal Staff and Compliance and the Deputy Principal Students informed of major incidents i.e., ambulance calls, WorkSafe-related incidents.
- Meet with parents/guardians to develop, monitor, and review annual Medical Management Plans for conditions such as anaphylaxis, epilepsy, diabetes, asthma, etc.
- Keep accurate records of First Aid attendance and medical management plans.
- Notify parents/guardians of their child's illness or injury.
- Email parents to notify them of a student visit to First Aid.
- Order and maintain First Aid supplies.
- Replenish First Aid kits for external activities.
- Update medical alert information across different formats including the school's operating system (LMS and Synergetic), in the First Aid room, Staffrooms and other locations throughout the College.
- Maintain EpiPen Register
- Alert parents of EpiPen expiry dates
- Ensure EpiPens and defibrillators are maintained across the College.
- Work closely with the First Aid Coordinator
- Liaise with other members of staff such as Head of Student Services, Heads of House and Mentors regarding student health needs.
- Attend College events as required and provide adequate First Aid support.
- Verifying staff Anaphylaxis Certificates of Competency

## PERSONAL TRAITS:

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- Excellent communication skills, both written and verbal
- Confidence to meet with parents and guardians.
- Discretion and confidentiality
- Digital proficiency and competency in the use of the Microsoft Office Suite

## SPECIFIC SKILLS:

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- Minimum of a Level II Certificate in First Aid (HLTAID011) is to be renewed every three years and a willingness to undertake further training as required. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year.
- Experience in a First Aid role
- Experience and/or interest in working with students and teachers within the environment of a secondary school.
- Excellent written and oral communication skills
- Demonstrated ability to work flexibly as a member of a team, and to carry out each of the specified duties with a minimum of supervision.

## CURRENT DUTY/HOURS:

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The First Aid Assistant is a part-time position of 20 hours per week across five days, Monday - Friday  
10:30am – 2:30pm

## SALARY, CONDITIONS & BENEFITS:

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- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position.
- Salary range is ES Level 2
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- *Category B* – All school holidays with the exception of 'Recall' days (refer to Clause 25.9)
- A discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal.

## OUR VISION:

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*Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.*

*We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.*

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***

## CHILD SAFETY:

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The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

## VERSION:

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April 2025

