

# Position Description: Administrative Assistant & First Aider

<b>Title</b>	Administrative Assistant & First Aider
<b>Classification</b>	Full Time , Fixed Term: 20 April – 18 December, 2026
<b>Category</b>	Category B
<b>Report</b>	HR & Compliance Manager Operations Assistant and First Aid Manager
<b>Conditions</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	College Administration Team

## Purpose of the Position

The Administrative Assistant & First Aider provides reception relief and performs general administrative support, including assisting the Administrative Support Team and Executive Leadership Team with documentation, communications, and compliance-related tasks.

In addition to administration duties, the First Aider is responsible for the day-to-day operation and management of the College's First Aid facilities, including providing first aid assistance to students and staff. Working collaboratively with the Operations Assistant & First Aid Manager, this role ensures the efficient delivery of first aid services.

The position involves maintaining accurate records and registers, including medical information on platforms such as SEQTA and Consent2Go and updating incident notifications and accident reports in line with college protocols.

As a member of the College community, the Administrative Assistant & First Aider is expected to promote and uphold the Catholic values of the College and contribute positively to its vision, mission, and motto: Live Fully, Act Justly.

## Key Contacts

- HR & Compliance Manager
- Operations Assistant and First Aid Manager

## Key Roles and Responsibilities (Reception Duties)

The Administrative Assistant & First Aider will provide reception relief as part of their role. These duties may include:

- Open front office and switchboard (read messages) at the start of each day
- Attend to telephone and reception enquiries from parents, students and visitors to the College, including enrolment enquiries of a general nature
- Liaise with suppliers and signing receipt of deliveries
- Organise couriers and delivery of items as requested
- Assist with the purchasing of office supplies, including stationery
- Organise the franking and posting of outgoing mail on a daily basis

- Print, photocopy and distribute College documentation
- Produce documentation for administrative purposes
- Assist attendance officer with attendance processes
- Monitor and organise processes for lost property
- Make announcements over the public address system as required
- Prepare two-way radios for yard duties
- Assist the School with data entry requirements, proof reading and function organisation as required
- Use the College Learning Management system to record aspects of student data and follow up with discrepancies in attendance reports
- Other duties as required by the HR & Compliance Manager, Operations Assistant and First Aid Manager or members of the College Leadership Team.

### Key Roles and Responsibilities (First Aid Duties)

In consultation with the Operations Assistant and First Aid Manager, the Administrative Assistant & First Aider will:

- Provide first aid assistance to students and staff
- Maintain a clean and safe first aid area
- Ensure all medicine is stored and recorded appropriately
- Update and publish register of students with medical alerts in relevant areas of the school and in online areas as appropriate
- Administer medication when required
- Liaise with parents as required
- Record first aid details on SEQTA for any assistance administered to students
- Prepare and maintain excursion bags
- Other duties as required by the Operations Assistant and First Aid Manager or members of the College Leadership Team.

### Communication Standards

The Administrative Assistant & First Aider will demonstrate a high standard of communication, including being able to:

- Liaise with students, staff, parents and the community regarding issues in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication
- Build and sustain positive relationships with staff, parents and students
- Provide timely and presentation reports to various teams in the College (e.g., Wellbeing Teams) relating to First Aid visits

## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

## Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College
- Enthusiastic and highly motivated to contribute
- Operate effectively in a team environment
- Maintain high work standards with minimal supervision
- Flexible and able to operate effectively in a changing environment
- Working with Children Check for Victoria and National Police Record Check required
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines, manage competing tasks with a high level of attention to detail
- First Aid qualifications - current HLTAID011 – Provide First Aid

## Key Selection Criteria

1. Strong organisational and administrative skills, including managing first aid records, incident reporting, and compliance documentation.
2. Relevant and current First Aid qualifications with demonstrated experience providing first aid in an educational or similar setting (desirable).
3. Excellent interpersonal and communication skills, with the ability to liaise effectively with students, parents, staff, and external stakeholders.
4. Ability to manage competing priorities, show initiative, and work collaboratively as part of a team in a busy environment.
5. Commitment to upholding and promoting the Catholic values and vision of the College.

## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.