



## College Administration – Student Support/First Aid Officer

### Job Description

The Student Support/First Aid Officer is responsible for the provision of supplying first aid to students/staff and administrative support to the Office Manager.

#### Major Tasks:

- Responsible for the monitoring and management of the health status of students
- Provide first aid in response to accidents/incidents sustained by students or staff
- Liaise with parents, Administration, Teachers and/or Medical Professionals regarding the health requirements of students
- Responsible for the management of incident reports for injured students and staff
- Assist students with daily medication requirements
- Responsible for the maintenance and monitoring of students personal medication, medical supplies, first aid kits and sick bay rooms
- Provide first aid education to individuals and groups as required
- Provide support to Administration and Student Services
- Contribute to the provision of a safe working environment within the College.

### Selection Criteria

#### Essential:

The successful applicant must be able to demonstrate:

- Willingness to uphold and live the Mission, Vision and Christian values of Kennedy Baptist College
- Hold a current Senior First Aid Certificate
- Empathy towards students and their parents
- Excellent data entry skills and speed
- Outstanding verbal and communication skills
- Aware of cultural sensitivities of students
- Ability to work in a team and individually
- Ability to multi-task and work under pressure
- Proficiency in secretarial skills and superior knowledge and understanding of word processing, email and database programs
- Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills
- Excellent organizational skills.

#### Desirable:

- Previous nursing or assistant nursing experience.
- Experience using MAZE software.
- Experience in a secondary school environment.