



Receptionist/Senior First Aid Officer

Role Description

Classification:

Education Support – Category C - Level 2 - (Subdivision dependant on experience)

Hours of Work:

Ongoing Full time (38 hours per week)

Leave

7 weeks per annum by agreement

Agreement

Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)

Position Description

The Receptionist/Senior First Aid Officer is appointed by the Principal and reports to the Administration and Business Managers.

The focus of the position is the efficient running of the College's reception and front office functions. You will be responsible for overseeing the administration of all first aid including critical injury incidents and mental health incidents. Manage and direct staff in the administration of assistance in first aid processes. Ensure all relevant staff are advised of critical first aid incidents and complete all relevant reports. together with a sound knowledge of First Aid and coordination of the First Aid area. The position is located within the College's administration area. The position requires work within a small team responsible for the discharge of administrative functions including First Aid and accounts receivable.

Responsibilities

Reception

- Prepare for the day
 - Open gates
 - Unlock cupboards
 - Check milk, tea and coffee supply in staff room and order accordingly
 - Check SIMON notices
 - Check visitor log
- Welcome visitors
- Answer telephone calls/emails
- Accept and distribute incoming mail and prepare / document outgoing mail.
- Assist in the preparation of mailouts
- Order stationery as required
- Accept incoming goods and manage outgoing articles including mail and booking couriers
- Monitor bell and public address system and make announcements when required
- Assist staff with internal bookings including meeting rooms and transportation as required
- Maintain a tidy reception area and ensure meeting rooms are kept tidy
- Photocopying and printing
- Myki card distribution to students and teaching staff
- Taking payment for and distributing printing credits for students
- Manage and maintain lost property. Email student if there is identification
- Other adhoc duties as directed by your manager

First Aid

- Administer first aid to students and staff
- Trained in administering EpiPens for anaphylactic episodes
- Ensure First Aid Room is always kept clean and tidy
- Communicate with parents/guardians
- Communicate with Emergency services
- Manage and direct staff in the administration of assistance in first aid processes
- Enter first aid cases into the relevant College systems
- Communicate changes to student health action plans
- Ensure medical files are updated and communicate with relevant stakeholders
- Replenish first aid supplies in First Aid room
- Prepare first aid packs for excursions and check supplies after each excursion

Payment Processing

- Receive and receipt monies payable to the College, including fees and extra-curricular activities
- Balance and reconcile banking and daily credit card receipts
- Settlement of eftpos machines
- Ensure month end reports for finance are completed

Student Absences

- Record student absentees and follow up parents if absences have not been reported
- Print and electronically file absentee and late reports each day

Records Maintenance

- Update student information when received from families
- Assist with data cleansing activities
- Other data entry as requested
- Ensure reception manual is kept up to date

Term Break

- Replenish all medical First Aid boxes around the college

Yearly

- Replenish all First Aid boxes for teaching staff
- Replace EpiPens that are out of date
- Replace defib machine pads
- Replace any out-of-date medications or refills

Other

- Update Reception manual as required
- Undertake appropriate professional development as approved
- Attend all relevant staff meetings and training

Essential:

- Commitment to customer service and continuous improvement with staff, students, visitors, suppliers and members of the community
- Experience in operating financial systems and Microsoft Word/Excel and Outlook
- First Aid Certificate or qualification
- Good writing and verbal communication and interpersonal skills to build relationships with key stakeholders
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Friendly, warm and caring demeanour
- Outstanding attention to detail, and a personal sense of initiative, enthusiasm and high energy
- Commitment to respect and maintain confidentiality.
- Excellent communication and interpersonal skills to build relationships with staff and visitors
- Ability to work autonomously and as part of a group as a supportive and collaborative team player.
- Ability to receive and respond to constructive feedback.

Desirable Other:

- Experience with SIMON and SYNERGETIC would be an advantage
- A relevant qualification or experience in a similar administrative role.
- Experience in a school setting would be advantageous

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
- Must be fully vaccinated (including booster)

Acquire and Maintain

- Minimum Level 2 First Aid Qualification

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College.
3. Experience in administration and First Aid
4. The capacity to provide a willingness for ongoing improvement.
5. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
6. Proven organisational skills and capacity to show initiative in working independently.
7. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students, staff and parents.
8. Technology skills.