

Administration/Student First Aid Officer

ROLE DESCRIPTION

Position Title: Administration Officer
Team: Administration
Accountable to: Business Manager
Date Last Updated: July 2021

1. INTRODUCTION TO THE COLLEGE

Irene McCormack Catholic College is a co-educational secondary College with students in Years 7 to 12. The College serves the Catholic Parish of St Andrew's, and was established in 2002. The College was named after Sr Irene McCormack. The heart of the College mission is to nurture the formation of the full humanity of the individual student as reflected in the College motto – 'Prayer, Service, Justice'. This mission is encompassed in all learning activities including the Irene's Service Learning program. The College has effective Pastoral Care and Student Leadership programs and structures. Striving for excellence permeates all facets of College life and our students consistently rise to the challenge.

2. CORE REQUIREMENTS:

- Supportive of the Catholic ethos of the College.
- Possess a Senior First Aid qualification.
- Experience in dealing with First Aid incidents.
- Demonstrate initiative and discretion when dealing with confidential and/or sensitive issues.
- Previous experience as a Receptionist or Administrative Officer.
- Professional standard of dress and grooming.
- Eligibility to obtain a current CrimTrac Police Clearance.
- Eligibility to obtain a Working with Children Clearance.
- Catholic Education WA ChildSafe Training.

3. POSITION RESPONSIBILITIES:

- Attending to students in Sickbay.
- First Aid duties at Athletics and other College events.
- Preparation of First Aid supplies for excursions and camps, including individual student medical and health needs.
- Keeping accurate records of First Aid incidents and outcomes.
- Professional operation of Reception, providing a prompt, efficient and friendly service to all visitors.
- Liaising with parents, parent body groups and students as required.
- Providing appropriate information relating to the College's activities, services and facilities.
- Processing student absentees when required.
- Answering the switchboard's second line when necessary and ensuring all calls are answered promptly and courteously.
- Ordering stationery, medical and staffroom supplies.
- Receipting payments.
- Recording and advising staff of messages received in an accurate and timely manner.
- Bulk emails to families.
- Updating family contact details.
- Assisting with data entry on the Student and Family database.
- Assisting with processing of confiscated items and lost property.
- Data entry and administrative support to the Executive and teaching staff when required.

- Producing database records (class lists, medical reports etc) as requested.
- Assisting with mail-outs and mail-merge documents as requested.
- Assisting with daily posting of outgoing mail.
- Photocopying and Filing.
- Any other duties as required by the Principal.

4. COMPETENCIES DESIRED FOR THE POSITION:

- Well-developed interpersonal skills.
- Excellent oral and written communication skills.
- Excellent telephone manner.
- Well-developed organisational and prioritising skills.
- Initiative and discretion.
- Ability to work autonomously and in a team environment.
- Ability to work well under pressure.
- Proficient with the latest Microsoft Office Suite including Mail Merge functions.
- CEWA AOS and/or SEQTA experience an advantage.
- Experience in Adobe Photoshop and Adobe InDesign would be an advantage.