

DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983; School Support Officers (Government) CSA General Agreement 2017 or as replaced	
Group:	Schools	Effective Date of Document 3 April 2018
Region:	Education Regions	
School:	Schools	

THIS POSITION

Title: First Aid Officer

Classification: Level 2

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal

LEVEL: Various

POSITION NUMBER: Various

TITLE: Manager Corporate Services

LEVEL: Various

POSITION NUMBER: Various

This position and the positions of:

Title: Various **Classification:** **Position No:**

TITLE First Aid Officer	CLASSIFICATION Level 2	POSITION NO. Generic	EFFECTIVE DATE 3 April 2018
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CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE First Aid Officer	CLASSIFICATION Level 2	POSITION NO. Generic	EFFECTIVE DATE 3 April 2018
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ROLE

The First Aid Officer:

- is the primary contact for the management and administration of First Aid in the school
- contributes to the welfare of students, staff and volunteers by providing first aid as needed and within their level of training, experience and the Department's *Guidelines for First Aid in the Workplace*
- attends school incursions as the first aid officer, when required
- supervises students with self-administration of prescribed medication, as documented
- coordinates with parent/guardian to collect sick or injured students and remains with students until parent/guardian arrives
- refers students to the Community Health Nurse, School Chaplain or School Psychologist at the request of the student or parent/guardian
- reports injuries to the principal and maintains a record of all injuries and illnesses where first aid has been provided
- acts as a central point for communication and coordination between first aiders
- manages processes to ensure first aid qualifications remain current for first aiders
- checks expiry dates on the contents of first aid kits regularly and makes arrangement for replenishment of items, including adrenaline auto-injections and salbutamol inhalers
- is the Incurring Officer for the first aid cost centre budget
- supports the Health Promoting Schools Framework
- attends professional development and training to maintain accreditation as a First Aid Officer and any other training required
- provides general clerical and administrative support, including preparing newsletters, notices, maintaining student attendance records and other correspondence.

OUTCOMES

1. Thorough well-managed First Aid processes for the health and safety of students, staff and volunteers are coordinated and administered as a high priority.
2. First Aid is managed in accordance with the Department's *Guidelines for First Aid in the Workplace*.
3. Records are accurate and up-to-date and confidentiality is maintained at all times.
4. Effective working relationships are developed and maintained.
5. Clerical support is provided to the front office.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated relevant knowledge and expertise in First Aid and associated qualifications.
2. Demonstrated sound interpersonal and communication skills with the ability to work collaboratively with staff at all levels and in emergency situations.
3. Demonstrated experience in effective record management, activity recording and ability to use a range of software applications.
4. Demonstrated sound organisational skills to develop effective administrative practices with the ability to work independently and to seek support when required and implement recommendations.

ELIGIBILITY

Employees will be required to:

- hold a current certificate in Occupational First Aid (HLTSS00027);
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy;
- complete any training required to maintain certificate in Occupational First Aid (HLTSS00027); and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 3 April 2018
TRIM REF # D18/0136571