



Ballarat High School

JOB DESCRIPTION Casual Education Support

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| TIME FRACTION | Casual up to 6.50 hours/day |
| CLASSIFICATION | CES Level 1, Range 2 |
| JOB TITLE | Casual First Aid Officer |
| EMPLOYMENT PERIOD | Casual |
| JOB OPENING NO. | Not Applicable |
| APPLY BY | Expressions of Interest |

School Profile

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. Ballarat High School commenced in 1907 as Agricultural High School and today has a student population of 1500 students. Ballarat High School has a long history and tradition of providing a quality education to the youth of Ballarat. While the school has changed physically over its hundred-year history, what has not changed is the significant contribution it makes to many young lives.

We endeavour to provide an inclusive, positive, respectful learning environment for all students. We believe in educating the whole person and acknowledge the correlation between student wellbeing, connectedness, and academic achievement. Our mission is to provide the right supports, to the right students at the right time.

Our values of Pride, Respect and Responsibility under the moto of Duty Always ensure we build and maintain strong and positive relationships. We focus on teaching and learning improvement strategies that will raise standards and outcomes for all individuals in a culture of high expectations, collaboration, shared values and trust.

Capital infrastructure upgrades in recent years have provided wonderful learning spaces and contribute to our positive, safe, and inclusive school environment.

Please visit www.ballaraths.vic.edu.au for additional information.

Role Description

The First Aid Officer will provide first aid to students, staff and visitors to the school. The position will predominately operate from the Sick Bay but may require visits to other school locations or external sites for authorised school activities.

Record keeping, documentation and reporting are important aspects of the role.

The Officer will be expected to know, understand and implement DE guidelines and the latest first aid treatments for common conditions and injuries.

The First Aid Officer is part of the schools Student Services Team.

The successful applicant must be able to demonstrate a calm, caring and respectful manner and model the schools core values to a high standard.

This position is casual, which involves being called in on an ad hoc basis to cover the school's part time First Aid Officer. The span of working hours could be from 8.30am to 3.30pm, Monday to Friday school days, including a 30-minute lunch break.

As an ES staff member, the range of duties may be expanded in the future in accordance with the ES Range 1 Level 2 General Duties.

Responsibilities

- Provision of First Aid to sick and injured students, staff and visitors.
- Support other qualified staff to administer first aid across the school.
- Dispense and administer medication to students, according to written instructions and DE guidelines.
- Communicate/arrange with parents/guardians/emergency contacts for sick and/or injured clients to be picked up or receive professional medical attention/transport.
- Provide significant support to the student immunization program.
- Arrange/record results of staff health checks, including hearing tests.
- Always maintain the sick bay area in a safe and clean condition.
- Maintain all school first aid kits and equipment to a high standard.
- Maintain accurate and up to date records of all student's medical conditions and alerts.
- Prepare/maintain various records to ensure compliance requirements are met.
- Undertake various administrative tasks associated with ordering supplies.
- Use of CASES21, Compass, MS Office, email and internet applications to efficiently undertake duties as required.
- Active participation and liaison with Student Services Team members and other staff.
- Participate in an annual Performance and Development process.

Key Selection Criteria

Applicants are requested to present a written response to each of the key selection criteria below:

1. A minimum of Level 2 Workplace First Aid qualification, including anaphylaxis and asthma training.
2. Knowledge of DE policies and guidelines in relation to student wellbeing.
3. Demonstrated ability to respond to both emergency and non-emergency situations in an appropriate, calm, caring and compassionate manner.
4. ICT experience and skill in using CASES 21, Compass, MS Office, email and the internet.
5. Demonstrated ability to communicate effectively with a wide range of individuals, including staff, parents, students etc.
6. Demonstrated ability to relate to young people in a positive, respectful and supportive manner, upholding the values of pride, respect and responsibility.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www.education.vic.gov.au/child-safe-standards-policy)

EEO and OHS Commitment

The Department of Education is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see Workplace adjustment guidelines).

Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- Have or able to obtain an “Employee” Working with Children Check.

DE Values

The Department's employees commit to upholding DE's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DE's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DE values is available at <https://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Expressions of Interest Application

Enquiries regarding the position can be directed to Mrs. Lesley Thorpe 03 5338 9000.

Expressions of Interest should be submitted directly via email to: ballarat.hs@education.vic.gov.au Attention: Personnel Manager, marked “Confidential – Casual First Aid Officer Expression of Interest”.

Responses to the Key Selection Criteria and a Resume including the names of three referees, their contact numbers and email addresses must be included in the application.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au