



## Position Description

### INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

<b>POSITION TITLE:</b>	Student Services – Admin / Health Bay Assistant
<b>CONTRACT:</b>	Permanent Part-Time
<b>REPORT:</b>	Charlotte Kruger
<b>DEPARTMENT:</b>	Business
<b>HOURS OF DUTY:</b>	2 day, plus on-call
<b>PROBATION PERIOD:</b>	6-month probation in accordance with EBA
<b>LOCATION:</b>	Parklands Christian College, Park Ridge, QLD

### POSITION PURPOSE AND OBJECTIVES

This is a combined role where the Student Services Administrator / Health Bay Assistant supports the College's Heads of Schools (Primary and Secondary), to ensure that student and family records are maintained, including daily attendance rolls, absentee management/recording and providing our students with any First Aid treatment required alongside our School Nurse. The Student Services Administrator / Health Bay Assistant is also required to deliver friendly, efficient customer service and create a warm and welcoming atmosphere for our College Community. They will be primarily responsible for providing dedicated customer and support services to parents, staff and students at the College.

### KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

The role of Student Services Administrator encompasses skills in overseeing quality customer service including front desk enquiries, incoming phone calls, and attending to email enquiries.

- Management of attendance rolls, daily absentees, including absentee recording and communication to parents.
- Ensure all students are accounted for during the school day and follow up on any discrepancies.
- Assist with Attendance for Lockdown and Evacuation drills.
- Follow-up with teachers any unfinished rolls.
- Ensure student information databases, records and other information systems are accurate and up to date.
- Liaise with the Registrar on matters concerning student withdrawals, arrivals, and any court or DCP related information.
- Monitor school Calendar for class events/excursions and entering TASS attendance.
- Professional telephone answering etiquette.
- Provide administration support as required. Including tasks such as word processing, data entry, report generation, database management, photocopying, filing and other general administrative tasks.
- Ensure effective working relationships are maintained with staff, parents and students.
- Managing of Lost Property.
- Ability to use discretion, tact and maintain confidentiality

The role of Health Bay Assistant encompasses skills in assisting with overseeing the healthcare of students in the College:

- Provide immediate first aid and healthcare to students and staff as needed.
- Assess and manage minor injuries and illnesses, referring to external medical services when necessary.
- Respond confidently to first aid emergencies requiring immediate action.
- Administer prescribed medications and treatments according to school policy and medical guidelines.
- Maintain accurate records of all health and first aid incidents and treatments using the TASS program.
- Communicate with parents/guardians regarding student health issues as appropriate.
- Ensure the health bay is clean, well-organised, and stocked with necessary supplies.

This role includes both regular hours and on-call hours. You may be required to take on extra hours in times when the College Nurse is absent.

## CORPORATE RESPONSIBILITIES

The work of the Student Services Administrator / Health Bay Assistant will be consistent with the College's mission statement, [CLEAR values](#), [Code of Conduct](#) for employees, and published [policies, procedures and practices](#).

**All non-teaching staff are required to observe the following corporate accountabilities:**

### **General requirements**

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and [EBA](#).
- Support and implement the [College Mission Statement](#), policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the [College Staff Dress Guidelines](#).

### **Mandatory requirements**

As per our [Student Protection Policy](#), Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

---

## PERSONAL ATTRIBUTES

### **Qualifications/Certifications**

- Qualifications relevant to the administrative tasks of the role would be desirable.
- Qualifications relevant to Healthcare Assistant and/or current First Aid Officer qualifications.
- Current Senior First Aid certificate
- Approved anaphylaxis and emergency asthma management training
- Current Cardiopulmonary Resuscitation Certificate
- Acceptance from Working with Children Check

### **Skills**

- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Current experience working in a Healthcare Assistant and/or current First Aid Officer role.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly.

### **Abilities**

- Demonstrated ability working within a small team in a busy environment to achieve daily goals.
- Demonstrated ability to manage simultaneous projects with a wide range of health and safety implications.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use discretion, tact and maintain confidentiality.

### **Desirable**

- Previous experience in a school or educational setting.
- Knowledge of school health and safety policies and procedures.

**Drafted by:** Alison Kingdom **Date:** 2/08/2024

**Approved by:** Charlotte Kruger **Date:** 2/08/2024