

JOB DESCRIPTION

Position:	First Aid Officer/School Nurse – Permanent (term-time only)
Appointed by:	The Principal
Report Directly to:	Head of Senior School
Commencing:	Monday 28 April 2025

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The First Aid Officer will play a vital role in ensuring the health and safety of students and staff by administering first aid, managing medical resources, and maintaining accurate health records. Key responsibilities include:

- Administering first aid to students, staff, and visitors, including arranging emergency medical care if required.
- Liaising with parents or guardians regarding student health concerns and fostering cooperative relationships for ongoing care.
- Developing, updating, and implementing health care and emergency response plans for students with specific medical needs in collaboration with relevant stakeholders.
- Managing the safe storage, monitoring, and administration of medications.
- Maintaining thorough documentation of health incidents, injuries, and medical plans in line with school policies.
- Coordinating vaccination programs, including preparation and follow-up reporting.
- Ensuring first aid supplies and equipment, including defibrillators and EpiPens, are well-stocked and in working order.
- Assisting with general operations in the student services area as needed.

Essential Skills and Qualifications

The successful candidate will bring:

- Demonstrated competence in delivering first aid across a variety of settings, with previous experience in a school environment being advantageous.
- Current certification in "Provide Emergency First Aid Response in an Education and Care Setting" (HLTAID012) or a willingness to complete this training.
- An ability to remain calm and act decisively in medical emergencies.
- Strong communication skills, including the ability to effectively interact with students, parents and staff.
- Exceptional organisational skills, including the ability to manage multiple priorities efficiently.
- Proficiency in office software, such as Microsoft Office, and familiarity with database systems (e.g., student management software) is desirable.
- Capacity to work both independently and collaboratively.

N.B. This is a child-related role requiring a valid Working With Children Check or eligibility to obtain one.

Desirable Attributes

- Experience handling specialised first aid equipment, such as defibrillators.
- A background in healthcare fields such as nursing, paramedicine or similar professions.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings.

- Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Dr Julie Greenhalgh
Principal
January 2025