



ADMINISTRATION OFFICER (Student Reception/First Aid Officer)

UPDATED January 2019

REPORTS TO

Office Manager

DUTIES

HOURS OF DUTY

7:30am – 3:30pm

8:00am – 4:00pm

LUNCH

12:00 pm – 12:30 pm

After student lunch has finished

GENERAL DUTIES

- Manage all student enquiries.
- Ensure Student Reception foyer is presented in a neat and professional manner.
- Answer all telephone enquiries as per the Telephone Protocols Policy.
- Facilitate delivery of messages to students when required.
- Order and distribute Smart riders, locks and organisers as needed.
- Take minutes for meetings.
- Provide relief to cover the Attendance Officer position.
- Assist the Office Manager as and when required.

FIRST AID OFFICER

- Maintain accurate and up to date medical alert information on MAZE/SEQTA.
- Ensure sick bay area is clean and tidy, change bed linen weekly or more if necessary.
- Responsible for sick bay supplies and first aid kit inventory and distribution each term.
- Maintain supply of ice packs and heat packs.
- Administer first aid to students in sick bay, or anywhere on campus. Wheelchair may be required if student is injured and unable to mobilise. Contact parent if student requires further medical treatment or needs to go home. Monitor student in sick bay until collected.
- Where necessary, arrange transport of student to a medical emergency department in consultation with a member of the Senior Leadership Team.
- Supervise the self-administration of prescribed medication (e.g. students with ADHD).
- Student health record must be sighted before giving Panadol tablets.
- Administer first aid to staff attending sick bay.
- Monitor sick bay attendances.

ATTENDANCE OFFICER

- Process absentees on a daily basis.
 - Morning absentees: Aim to have these completed by 9:00 am.
 - Listen to voicemail messages and write down the names of students on the coloured Absentee List.
 - Enter data on SEQTA.
 - Check off PCG lists and notify PCAs if their list is not completed. Enter any Relief PCG lists.
 - Send SMS messages to parents of unconfirmed absent students.
 - Locate students who have not signed in but parents have advised students are present. Parents need a return telephone call.
 - Notify the Deputy Principal of those teachers who did not submit their PCG list after notification was sent.
 - Print off a copy of the Roll Mark Follow-up list and keep together with all absentees for that day (to be filed). Also give a copy to the Deputy Principal after phoning parents.
 - Throughout the Day:
 - Mark off any Relief rolls as they come in and keep these together to be filed at the end of the day.
 - End of the Day:
 - Print off the Roll Mark Follow up and give to the Deputy Principal.
 - Print off Individual Student Absences and give to the appropriate Year Coordinator to follow up.

QUALIFICATIONS/EXPERIENCE

- Previous experience in a similar role.
- Efficient and accurate computer skills.

DUTY STATEMENTS FOR SUPPORT STAFF

- Typing speed minimum of 60 wpm.
- Proficient in the use of Microsoft Word and Excel.
- Knowledge of MAZE and attendance software e.g. SEQTA.
- Hold current Senior First Aid Certificate.

SKILLS/REQUIREMENTS

- Must possess a pleasant and professional manner.
- Have a high level of interpersonal and communicative skills when dealing with students, parents, staff and visitors.
- Deal with all staff, students and family members in such a manner as to support the La Salle College Code of Conduct, the Code of Professional Obligations for Staff at La Salle College and the CEWA Code of Ethical Conduct.
- Must treat all information of the College in a confidential manner.
- Work effectively as part of a team.
- Must hold a current Working with Children card and obtain a new National Police History Check through the WA Education and Training Sector.