



## ***Senior First Aid Officer - School***

The College is seeking applications for the position of Senior First Aid Officer. The position will be permanent fulltime. You will be paid fortnightly throughout the year. But you will only be required to work during school term.

St Edmund's College provides education to primary and secondary students with mild to moderate intellectual disabilities and other sensory needs. It welcomes all families from different backgrounds and religions.

St Edmund's is committed to ensuring the safety and well-being of our students, staff and visitors. We are looking for a compassionate, dedicated and experienced Senior First Aid Officer to join our team and lead our first aid response efforts. We feel that this position would be of interest to someone who may already have a nursing/paramedic background and is looking for an exciting opportunity to transfer their skills to our dynamic educational community.

The essential requirements of the role include:

- Current CPR and First Aid Certification
- Current Advanced First Aid or equivalent certification
- Maintaining a focus on student health and wellbeing.
- Commitment to the Catholic and Edmund Rice ethos of the school.
- Current WWCC Number and commitment to child protection practices
- Maintaining a high level of confidentiality and can act with tact and discretion in their role.
- Administering medications and treatments as prescribed by healthcare providers.
- Ensuring all students are treated with dignity and respect;
- Collaborating with school staff, parents/carers, and healthcare providers to support student health needs.
- Implementing individualised healthcare plans for students
- Maintaining accurate health records and documentation.
- Promoting health education and wellness programs within the school community
- Willingness to be an active member of the front office administration team
- Excellent interpersonal and communication skills.
- Proven ability to build and maintain positive relationships.
- Ability to work independently and as part of a team.
- Capacity to multitask and work quickly and efficiently.
- Punctual with sound time management skills
- Honest, reliable and a high standard of integrity
- Ability to communicate clearly and respectfully with others.
- Excellent level of IT skills
- Current Class C drivers' licence

Desirable requirements of the role include:

- Knowledge of and commitment to the school's Vision and Mission, Strategic Goals and the EREA Charter Touchstones.
- Nursing/Paramedic qualifications or equivalent certification
- Understanding of, and experience with, intellectual disability
- Compliant with NSW Health's Screening and Immunisation Policy

The successful applicant will be able to build good rapport with students with special needs and be able to work collaboratively with colleagues and families. Previous experience in an educational setting would be an advantage.

For further information and the role description please contact Louise Drescher at [recruitment@stedmunds.nsw.edu.au](mailto:recruitment@stedmunds.nsw.edu.au).

Written applications and resume, with at least two nominated referees can be forwarded by Monday 24 March 2025.

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