



KINGSWAY
CHRISTIAN COLLEGE

**POSITION DESCRIPTION
HEALTH CENTRE CO-ORDINATOR (PART-TIME)**

Document Control and Change History.

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POSITION DESCRIPTION HEALTH CENTRE CO-ORDINATOR (PART-TIME)

Section 1. School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

Health Centre Co-ordinator (Part-time)

Tenure

Commencing Term 3, 2018. Permanent part-time position, subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Executive Business Manager, Deputy Principal (Staff and Administration), K-12, Deputy Principal (Students) K-12, Head of Primary K-6 and the Marketing and Enrolments Manager.

The position of Health Centre Co-ordinator reports to the Administration Manager.

Section 6. Workload

This is a permanent position (part-time 2 days per week, Thursday and Friday, 8.30am-3.30pm) (0.2990 FTE) during term time only.

This position does not operate during school holidays. The Health Centre Coordinator is therefore required to stand-down on unpaid leave for 8 weeks of the year. Hours worked are averaged out over the full year to enable payment of a regular fortnightly salary.

Section 7. Responsibilities and Duties

The Health Centre Co-ordinator is responsible for providing first aid to students and staff, and must hold a current senior first aid certificate at all times. Ability to work in a collaborative manner with the wider College community is necessary, as is ability to handle confidential and sensitive information and situations.

Overview

You are employed as a part-time Health Centre Co-ordinator for the Kingsway Christian Education Association Inc. and report to the Administration Manager.

Christian values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

Role

Under limited supervision, the role of the Health Centre Co-ordinator is to primarily provide a first aid service to the students, and staff, of the College, while displaying a professional, but caring and compassionate approach appropriate to the clientele. The role includes broader responsibilities relating to health care of students, and requires liaison with parent/s. The Health Centre Co-ordinator is required to maintain acceptable occupational health and safety standards in the work environment. Inherent in this position is the ability to do bending and heavy lifting associated with administering first aid.

Specific Duties

Under the day to day direction of the Administration Manager you will carry out the following duties:

First Aid

- Implement First Aid policy in all cases
- Attend to First Aid as required
- Maintain First Aid facility in a clean and orderly condition, to meet with health regulations
- Maintain First Aid equipment and arrange stock purchases, as required, for the First Aid facility to operate to Policy standards
- Maintain First Aid Cabinets/Kits and arrange stock purchases, as required, to meet Policy standards
- Maintain administrative and first aid skills sufficient to carry out the duties effectively
- Maintain records of all First Aid situations through use of the MAZE and SEQTA computerised data base system
- Arrange all immunisations including producing and processing forms from families, liaising with the Health Department, attending immunisations and directing classes and putting immunisation records onto computer
- Ensure that a First Aid trained person is available at all times to enable staff rosters to operate effectively
- Ensure accurate and effective communication is maintained between self and other First Aid personnel by use of a communication book
- Hand over at the end of each work day to the Administration Manager
- Provide professional development for staff concerning health issues as required by the Principal.

Occupational Health and Safety

- Have an understanding of the employee responsibility to Occupational Health and Safety in the workplace.

Section 8. Selection Criteria

Pre-requisite

1. To hold a current Senior First Aid Certificate qualification from a recognized education institution.
2. To have a criminal history clearance certificate obtained through the Department of Education and Training, Western Australia (no more than 3 months old).
3. To have or be willing to supply a valid Western Australian Working With Children Check Card.
4. Provide a written reference from the Church Pastor of the church you currently attend.

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. High level communication skills – demonstrating an ability to liaise effectively with students, parents, and staff; and with external agencies, i.e. emergency services.
3. Demonstrated ability to manage and maintain a computerised database of confidential medical information relating to students.
4. Demonstrated sound organisational skills.
5. An ability to be self-directed.
6. Demonstrate an understanding of the requirements of a professional code of conduct for employment in child-related work.

Desirable

1. Recent first aid experience in a school environment.
2. Familiarity with MAZE and SEQTA systems.
3. Relevant or complementary qualification/ professional development.

Section 9. Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or to HR@kcc.wa.edu.au

Applications must include a completed Administrative & Support Staff Application Form, responses to all points in the Selection Criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12pm Thursday 19 July 2018

Mr Peter Burton
Principal
July 2018