



Nagle College Bairnsdale

Position Description

Position: Student Reception

Reports to: Administration Manager

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Student Reception role provides administration to the following Student Reception functions: First Aid, Medical Information, Medication Management. This role also provides backup support to the Receptionist role.

Responsibilities:

Administration

- Operating and maintaining a busy student reception
- Maintain familiarity with school priorities, so an enquiry can be directed to the most appropriate member of staff promptly.
- The role is critical in providing friendly, informative, and accurate information to students and families.

Medical Management

- Maintain and update Medical records of students in SIMON to support student's health records.
- Follow up and ensure student injury/incident reports are recorded & passed on to Administration Manager.
- Administer daily medications to students, where prescribed, and liaise with family regarding these medications.
- Maintain Medication Register and ensure all medications are updated in the register on receipt and disposal.

First Aid

- Provide first aid in response to unwell students, accidents and incidents on school grounds.
- Recommend the transfer of care to ambulance or medical services when the situation requires.
- Ensure that emergency medical first aid equipment is current, safe, and functional.
- Maintain and restock all first aid kits and medical supplies.
- Oversee and manage first aid in an emergency.
- Assist and provide first aid support on days when students are immunized.

Bus Responsibilities

- Maintain standard and electronic records – e.g. bus roles, timetables, bus passes.
- Liaise with Area Co-ordinator, bus drivers and Nagle contracted bus companies in regard to all bus enquiries.
- Receive bus enquiries from Parents, Staff and Students.
- Create, print, issue and distribute bus tags.

Student Locks

- Allocate and ensure the Lock details are recorded in synergetic for every student.
- Maintain and enter the details of student's lockers as provided by House Coordinators / Pastoral Teachers.

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings, mass, and Personal Development days
- Demonstrate professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal

Organisational Relationships:

The Student Reception role has a number of key internal and external relationships.

Reports to: Administration Manager

Internal liaisons: Students, Teaching and Education Support staff

External liaisons: Parents and Visitors to the College

Judgement and Decision Making

The Student Reception position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures.

Skills & Competencies:

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- First Aid qualification (HLTAID003).
- Excellent skills with MS Office required.
- Experience with synergetic and SIMON database or similar would be an advantage.
- Excellent communication skills both written and verbal.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required.
- A commitment to ongoing professional learning and growth in skills.