



POSITION DESCRIPTION

Title: Nurse / Administration Assistant
Department: Early Years
Location: Burke Hall (Junior Campus)

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Nurse/Administration Assistant is responsible to the Head of Early Years at Burke Hall (Junior Campus).

The Nurse/Administration Assistant plays an important role in the daily operation of the Burke Hall Early Years and will be the first face-to-face point of contact with the Kindergarten/Early Years students and parents on a daily basis and provide healthcare to the Early Years students and staff. This role will also provide general administrative support to the Early Years and assist the Administration Assistant BH Music/Early Years Leadership, when required.

In this regard, the Nurse/Administration Assistant offers positive leadership supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the Xavier Family. The Nurse/Administration Assistant understands their important contribution to the College's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

Core Duties and Responsibilities

The Nurse/Administration Assistant:

Health Centre Nurse

- located in the reception area of the Early Years (St. Louis House) and will be first point of contact for Kindergarten/Early Years students and parents on arrival each day
- first point of contact for the healthcare needs of Kindergarten/Early Years students and staff
- triage ill or injured Kindergarten/Early Years students and liaise with appropriate staff and parents on student welfare where necessary and required
- maintain and update accurate medical details in synergetic database relating to the health and wellbeing of Kindergarten/Early Years students and staff
- responsible for the maintenance of the Early Years First Aid/Health Room including the maintenance Health Room equipment and purchase of stock
- responsible for student EpiPens and administer medication for Kindergarten/Early Years students as required
- complete Consent2Go information as required
- update student medical records as required
- update and maintain Emergency Procedures information for Kindergarten/Early Years
- other healthcare duties as requested by the Head of Early Years and Early Years staff
- provide support to other Burke Hall Health Centre team members when required
- provide basic general administration to other administration staff, on a 'needs' basis

Early Years Administration

- receive and welcome all visitors to St. Louis House and advise relevant staff of visitor arrival
- receive enquiries from external parties for the Kindergarten/Early Years and channel enquiries to appropriate personnel
- take bookings for both the Before and After School Care program and liaise with the Out of School Care staff regarding daily numbers and attendance
- advise Out of School Care staff when late bookings have been made
- liaise with the Out of School Care Coordinator/Kindergarten staff with the care, maintenance and laundering of the Kindergarten bedding
- responsible for lost property for the Early Years
- coordinate canteen orders for Kindergarten/Early Years students and update canteen on late orders
- liaise with canteen for catering orders for staff functions as required
- maintain Electronic noticeboard in St Louis House reception
- advise Head of Early Years of any concerns noted on Security Cameras at main Early Years and East entrances
- assist the Kindergarten/Early Years staff with general administration duties as requested

Our Xavier Leadership Traits

The Nurse/Administration Assistant should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality

- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

An educator at Xavier College:

- Demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent)
- Demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- Values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- Conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- Values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- Seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- Is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- Works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- Understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Selection Criteria

- A commitment to educating children, working in and contributing to the ethos of a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards and the provision of an exceptional culture of child safety
- Well-developed people management skills coupled with positive communication and interpersonal skills
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- General knowledge of relevant computer programs including Word, Excel, Synergetic, Consent2Go
- Demonstrated initiative and the ability to be flexible and adaptable

Compliance Requirements

- Relevant Nursing qualifications
- Working with Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Terms and Conditions

Reporting Line:	Head of Early Years and Early Years Leadership All staff are responsible to the Director of Campus, the Principal and Rector
Tenure:	Part time, fixed term contract 2021 39 weeks (term time only) 8:00am – 3:30pm with a 30 minute unpaid break
Location:	St. Louis House Burke Hall (Junior Campus)

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.