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Human Resources Department

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Reference(s): SM/SL/CG

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Poste INF-1801 - Appel à candidature -Senior First Aid Officer.docx](S:\Administration\GRH\Recrutement\Appel à candidatures\AS2018\2018-10 Poste INF-1801 - Appel à candidature -Senior First Aid Officer.docx)

CALL FOR APPLICATIONS

Senior First Aid Officer (ref. INF-1801)

Lycée Condorcet- the International French School of Sydney is an independent, co-educational school in Maroubra which caters to students from Preschool to Year 12 and follows the French curriculum.

Approved in accordance with the French Education Ministry, the school is looking for **a full-time School Nurse / Senior First Aid Officer (38 hours/week during 36 weeks) to start as soon as possible.**

Main duties

The Senior First Aid Officer works to create an environment that promotes healthy living as well as responding to the needs of individual children. The Senior First Aid Officer provides preventive health services to facilitate the students' optimal physical, mental, emotional and social growth and development. The Senior First Aid Officer will identify problems and disabilities and will provide health education, referring and care in order to help prevent serious health problems.

Responsibilities

- Assessing the health needs of the whole school community and contributing to the development of a health plan, including a policy on bullying.
- Providing annually health assessments for each student, screening and evaluating findings of deficit in vision, hearing, scoliosis, growth.
- Providing confidential health advice for individual children, counselling and referring children experiencing mental health problems such as depression.
- Promoting good parenting skills by helping and supporting parents.
- Coordinating immunisation programs.
- Providing training for school based staff to support children with healthcare needs such as asthma, diabetes, epilepsy or serious allergy. Keeping a record of the First Aid certificate for the staff and organising training when needed.
- Health education among students including: drug and alcohol abuse and smoking, mental health and wellbeing, exercise and healthy eating including combating obesity and eating disorders.
- Being part of the OH&S school committee and organising the establishment, review and implementation of school health/services policies and procedures.
- Implementing communicable disease control within the school: monitoring, surveillance and participating in disease prevention and outbreak management within the school.
- Providing first aid to all students and staff of the school and keeping an updated First Aid Register.

- Communicating appropriately and effectively with students, parents, other school staff and board members.
- Demonstrating a genuine interest in the student population and its health needs.

Required skills

This position requires:

- Knowledge of French and Australian health requirements (e.g.: immunisation campaign)
- excellent knowledge of health needs of children and teenagers
 - excellent communication and listening skills in French and English
 - ability to win the trust of children and encourage them to talk about their problems
 - ability to explore sensitive issues with tact, understanding and patience
 - ability to stay calm in an emergency and be able to multitasks
 - good team working skills and the ability to work alone.

Classification

The salary is based on the rates of pay of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for these positions. For information on the mandatory NSW Working With Children Check **click here**.

Applications must be sent by email quoting reference number **INF-1801** to recrutement@condorcet.com.au