



Driver – Health Centre (This is a term time only position)

We are seeking an experienced and motivated team member to assist our Health Centre with the driving of students to appointments and various other duties that may be required. This is a hands-on role which requires the appointee to work alone or as part of a group to ensure tasks are achieved in a timely manner.

Position Description

Position Title:	Health Centre Driver
Responsible to:	The Principal
Reports to:	Head of Department
Key Stakeholders:	All internal and external stakeholders
Overview:	The purpose of this role is to provide support to the Health Centre Staff for student appointments, administration support and any other duties that may be required by the Head of Department and the Chief Operating Officer.
Duties & Responsibilities:	<p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. Support the School's core values of Resilience, Selflessness, Inclusiveness and Integrity. <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> Safely transport students to and from health appointments, hospital, or other healthcare providers. Supervise students while waiting for appointment When required attend medical appointments with student Collection and delivery of medication Ability to meet the needs of our students/families and ensuring this is done in a timely manner. Communicating with Health Staff and students to ensure appointment schedule is adhered to. Assist with errands off site as available and when required in support of other areas of the school. Assist with organisation of excursions Order Stock as required Comply with road safety laws, school policies, and child protection regulations Comply with the Schools Staff Code of Conduct Comply with Lawful Direction <p>General</p> <ul style="list-style-type: none"> Participate in any in-house training programs, as well as other job specific training that is identified as require for this role description Participate and contribute to team meetings Participate in workplace change where required Follow all reasonable instructions and related duties as given by your supervisor or the Chief Operating Officer

Qualifications/Skills:	Qualifications/Skills <ul style="list-style-type: none"> • Current Working with Children Check • Current Driver’s License • Current First Aide Certificate • Must have good communication, organisation, and time management skills. • Conduct yourself in a positive and calm manner.
Health, Safety & Wellbeing:	In accordance with the Workplace Health & Safety Act 2021, Employees must: <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school
Selection Criteria:	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Why have you applied for this position?</p> <p>SC2. Explain how your qualifications and skills will assist you in this role</p> <p>SC3. How will you support the Christian Ethos of the School?</p>
Conditions of Employment:	<p>Award - Independent Schools NSW (Support & Operational Staff) Multi Enterprise Agreement 2021</p> <p>Work Type - Full-time – Term time only</p> <p>Days - Monday – Friday</p> <p>Hours - 9.00am – 5.06 pm</p> <p>Salary - \$63,382 per annum full-time equivalent</p> <p>Location - Brisbane Street Campus and William Cowper Campus</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Staff device and tech support • Professional Development tailored to your career stage • Employee Assistance Program (EAP) • Salary Packaging • Annual Flu vaccinations free and on-site • Annual renewal of First Aide free and on-site
Location:	<p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p>

All applicants are required to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**