Role Description
Sub-Matron

Cluster	Education
Agency	Department of Education
Classification/Grade/Band	Sub-Matron
Role number	Various
ANZSCO Code	423411
PCAT Code	1119192
Date of Approval	11 May 2018
Agency Website	https://education.nsw.gov.au/

Agency overview

The NSW Department of Education provides, funds and regulates education services, for NSW students from early childhood to secondary school, delivering world-class education through its public school and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Assist in providing health facilitation services and administer first aid to boarders and day students attending a boarding school.

Key accountabilities

- Assist in providing health facilitation services and administer first aid to boarders and day students
- Maintaining medical stores
- Undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the first aid kit contains a complete inventory
- Ensure that first aid kit items, medical stores and equipment are in good working order, have not deteriorated and are within their expiry dates, and that sterile products are sealed.
- Maintain appropriate records regarding health facilitation services and the administration of first aid in accordance with local procedures and Departmental requirements
- Cooperate with health and safety guidelines / procedures; report incidents and hazards; participate in training and consultation.

Key challenges

- Responding flexibly in an unpredictable environment with occasionally competing priorities
- Maintaining an up-to-date knowledge of first aid and relevant Departmental protocols
- Maintaining an awareness of safe work standards / codes of practice relating to first aid and infection control

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant health and safety issues • Receive feedback regarding performance
Students/Staff/Parents	• Provide status updates as required • Discuss issues that mayimpact on the provision of health facilitation services or the administration of first aid • Behave respectfully, courteously and professionally at all times • Liaise to provide factual information and status updates regarding student health / first aid
External	
Health service stakeholders	• Liaise to provide factual information regarding health services / first aid provided to students • Liaise regarding routine out-patient care / medication to be provided at school (as required)
Approved suppliers	• Liaise regarding first aid supplies and equipment (as required) • Liaise to confirm manufacturer's instructions regarding first aid supplies and equipment

Role dimensions

Decision making

Provides local health facilitation services and administers first aid to students in accordance with relevant protocols, procedures, standards and codes of practice • Works under supervision but has independence prioritising tasks depending on day-to-day needs • Uses judgement in immediately responding to adverse / emergency events in accordance with first aid protocols • Identifies and reports health and safety-related hazards to the School Principal or approved delegate

Reporting line

The School Principal or an appointed delegate

Direct reports

Nil

Budget/Expenditure

As per Departmental financial delegations

Essential requirements

- Willingness to work afternoon and night shifts including weekends
- Current First Aid Certificate
- Valid Working With Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
	Communicate Effectively	**Foundational**
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	**Foundational**
	Demonstrate Accountability	Foundational
	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Communicate Effectively	Foundational	• Speak at the right pace and volume for varied audiences • Allow others time to speak • Display active listening • Explain things clearly

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Be aware of own body language and facial expressions • Write in a way that is logical and easy to follow
Results Think and Solve Problems	Foundational	• Find and check information needed to complete own work tasks • Identify and inform supervisor of issues that may impact on completion of tasks • Escalate more complex issues and problems when these are identified • Share ideas about ways to improve work tasks and solve problems • Suggest improvements to work tasks for the team
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology