



# FACT SHEET

## School Administrative Manager

### Statement of Duties

#### Primary Purpose of the Role and Supervision

A primary purpose of the School Administrative Manager role is the “supervision and training of school administrative officers”. There is also a significant school and student focus, including student welfare and wellbeing. These are not included in the BM role.

While the BM *may* “supervise and lead the school administrative team” should they be directed to do so by the Principal, this does not change the SAMs role in being responsible for “supervision and training of school administrative officers”.

The Primary Purpose of the SAM and BM positions are therefore quite different. It should be stressed that these roles are not interchangeable.

The SAM role, where it relates to administrative but also financial functions, is specific on development, implementing, maintaining operations and procedures. These go beyond the strictly business functions which are specified in the BM Statement of Duties.

In addition, any duty/task mentioned in any of the individual SoDs for the SAM, BM and SAO, and other positions eg GA, other professional staff, must be read concurrently and take into account the context and specifics of those other SoDs.

#### First Aid and Administration of Medication

If you are required to perform *First Aid* or *Administer Medication* you must first be appropriately trained and be in receipt of the allowance as per DoE policy. Just because you can be directed to perform *First Aid* and *Administer Medications* does not mean all SAS Staff at your school must perform these duties. If the way that *First Aid* and *Administration of Medications* is working well at your school, and everyone performing the duties is in receipt of the allowance, there is no need for anything to change.

You must always claim your allowance/s if required to perform *First Aid* and/or *Administer Medications*.

If your school requires more staff to perform these duties than the allocated allowance/s per school, a submission can be made to the Department by your Principal to seek additional allowances for the school, or allowances can be paid using school funds.



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## Administration of Medication Training

While the Administration of Medication training provided should be based on student needs the training must include all compliance aspects of administration of medication including reporting, recording and other compliance responsibilities.

No invasive procedures, such as injections, are required to be undertaken by this role.

## Provide care and support for sick or distressed students

While care and support for sick or distressed students is an important role that all school staff undertake it is essential to remember that this does not include performing first aid.

First Aid should only be provided by a trained first aid officer who is in receipt of the allowance.

## Health Care Plans

If students require diabetes management or other more invasive medications, they should be the subject of a Health Care Plan and therefore require an SLSO or SLSO SHS to assist them. These duties are specified in the SLSO and SLSO SHS Statement of Duties.

## Other Related Duties

If you are directed to perform other related duties as listed in Statements of Duties, the work must directly relate to your other duties. You cannot be directed to work in areas outside your Statement of Duties.